

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

An Equal Opportunity Employer

Career Services Coordinator I / Case Manager

JOB ANNOUNCEMENT

Summary:

The South Bay Workforce Investment Board, Inc. (SBWIB) is seeking a highly motivated individual to assist with the Transitional Subsidized Employment (TSE) program. TSE is a Los Angeles County DPSS funded program, exclusively designed for participants who are unemployed or underemployed. The TSE program provides subsidized employment opportunities for adult CalWORKs GAIN, Refugee Employment Program, and Transitional Aged Youth participants. TSE helps participants overcome barriers to employment through fully supervised, paid work experience or on-the-job training (OJT) opportunities, with the goal of enabling the participant to secure unsubsidized employment after completion of a TSE assignment. The ideal candidate should have some skills in leadership and must be able to develop efficient strategies and tactics to ensure that the program delivers the desirable outcome according to the organization's standards and expectations.

Salary & Benefits:

This is a full-time position (40 hours/week) with a starting hourly wage of \$20.00. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 50% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All **full-time** employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

Minimum Qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in Social Sciences, Business, Public Administration, or a related field and at least two (2) years of extensive case management experience in the delivery of social service programs/job training and development with (experience may be substituted for education on a year-for-year basis). A valid California Driver's License and reliable transportation are required.

Essential Duties and Responsibilities: Under the supervision of the Career Services Center's Manager (or designee), the Career Services Coordinator (Case Manager) duties include, but are not limited, to the following:

- Provides direct service to program participants and is instrumental in coordinating various employment-related projects and events in collaboration with other employment services' team members and other departments;
- Teach or assist in providing instruction of employment related classes to adult or youth participants;
- Coach participants to set and achieve appropriate employment objectives by identifying short and long term goals, obstacles determining occupational qualifications and mapping out strategies to achieve their goals;
- Help participants through the job search process, which may include providing knowledge and feedback of on the job search materials and skills as well as expose participants to employer contacts, internships and other short-term training opportunities, as appropriate;
- Contribute to the achievement of monthly, quarterly and annual employment and internship goals;
- Track participant activities, progress and results using client management and tracking systems;
- Assist in coordinating employment related volunteer recruitment and event planning efforts;
- Conduct research on best practices in career development models and labor market trends to ensure curriculum and approaches to workforce development are cutting edge;
- Perform other duties of a similar nature or level as required.

Working Conditions

Performing duties of the Career Services Coordinator may require spending the majority of the day walking, standing, sitting and/or driving back and forth to off-site locations. Reliable transportation (and a valid driver's license and insurance if own vehicle) is a must. The Career Services Coordinator must also be able to work well under stress and meet deadlines.

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.