

PETALUMA PEOPLE SERVICES CENTER
Job Description
JOB TITLE: Employment Program Coordinator

EXEMPT (Y/N): Yes

LOCATION: 1500 Petaluma Blvd. So.

APPROVED BY: Elece Hempel

DEPARTMENT: Employment Services Department

SUPERVISOR: Executive Director

DATE: January 10, 2018

GENERAL PURPOSE: This is a case management, outreach, and direct service position under the Workforce Innovation and Opportunity Act and CalWORKs. The purpose of this position is to provide the necessary services required to overcome the barriers that participants have to successful educational achievement and employment success through a comprehensive educational and employment readiness and support program that meets the individual needs of the participant. It will engage in a wide spectrum of activities to assist persons with barriers to employment to successfully find and retain employment, or to be successful in a paid or unpaid Community Service placement. Depending on the specific component and program referrals, services may be provided to individuals, groups, or a combination of individuals and groups.

Provide assistance and support to employment programs to help facilitate group workshops as well as individual and group activities; provide pre-placement services to clients including information on successful job search techniques (resume development, application completion, networking, interviewing skills, cold calling, etc.). Emphasis will be placed on motivation, self-esteem, and development of individualized plans, retention strategies, and preparing to meet employer expectations.

Provide direct employment services, including review of online job searches, identification of suitable job openings and career ladder opportunities, receiving and networking employer contacts and promoting client availability in the marketplace.

Gather and enter data and prepare reports to program, CARF and/or WIOA standards; attend meetings and trainings and write case notes.

Represent the agency in a professional manner at all times.

The overall responsibilities and essential duties include:

- Outreach, recruitment, identification of eligible youth with an emphasis on out-of-school youth; and gathering accurate documentation for eligibility; utilize assessment prescribed assessment tools;
- Develop and maintain referral sources both locally and county-wide to assure recruitment of eligible youth and all “14 elements” required by the contract are available to all participants;
- Maintaining accurate and complete files as prescribed by the contract that include accurate documentation and tracking of performance, case management, activities and goal attainment;
- Development and implementation of an individual service strategy (ISS) and program elements to meet the ISS;

- Creating activities and referrals that leads to achievement of prescribed performance measures;
- Provide group and individual activities that address barriers to education and employment, and develop and reinforce skills needed for success. These include but are not limited to:
 - Workshops and one-on-one tutoring or counseling that include “Tackling Tough Skills” curriculum, GED prep, basic skills remediation and functional literacy, Labor Market

Information, resumes and application preparation, interview skills, networking and job search, strong work habits, budgeting, and other life skills needed for success in the work place;

- Offer each participant an opportunity to develop a portfolio and a realistic career plan;
- Develop, broker, and maintain relationships with the employer community that lead to work-opportunities for youth, job shadows, informational interviews, internships, community service opportunities and paid employment to program participants.
- Develop work-site agreements, monitor work-based opportunities and collect customer service information and evaluations from both youth and employer. Work with the work sites and participants to plan and organize a work experience that is effective and meets the goals and performance measures of the participant and the business and meets County requirements. Maintain participant records, timesheets and other required personnel and fiscal tracking documentation. Monitor sites to make sure that they are in compliance with WIOA, OSHA and child labor laws.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor's degree (BA); a minimum of two years related experience in either job development or motivational self-esteem building; or an equivalent combination of relevant education and experience;
- Ability to work successfully with persons who have significant barriers to employment;
- Knowledge of the vocational implications of disadvantaging and/or disabling conditions;
- Ability to communicate effectively with clients, employers, referral sources, co-workers, and supervisors and a demonstrated strong team work ethic and performance;
- Be able to present information clearly with effective public speaking skills;
- Ability to work effectively in individual as well as workshop settings;
- Self-directed, assertive, creative problem solver who is flexible and able to guide clients toward their own problem solving strategies;
- Highly organized with significant attention to detail; computer literate in software programs such as Microsoft Office;
- Access to own transportation. Use of car with current licensure and insurance for vehicle and driver.
- Experience working with "at-risk," low-income youth (14-24 years old) and youth with disabilities;
- Experience in working on environmental projects or in employment readiness programs;
- Ability to read, analyze, and interpret professional journals, technical procedures, governmental regulations;
- Ability to write reports, business correspondence, and procedure manuals;
- Ability to effectively present information and respond to questions from peers, supervisors, clients, funders, monitors and the general public;
- Ability to drive and work evenings;
- To lift 30 pounds and do basic stream maintenance;
- Must have a clear TB test, pass a LiveScan fingerprinting test, have a clean DMV record, and pass a drug test.