



JOB OPENING

(Internal & External Job Posting)

ELIGIBILITY SPECIALIST II/ROP/Temporary Assignment

Salary Range: \$3,003 - \$3,653 Application Deadline: June 18, 2010

Under direct supervision of the Director of Adult Career Training, is responsible for conducting eligibility determination, and referral of clients to the appropriate program activities. Must demonstrate a comprehensive understanding of WIA guidelines and program guidelines administered by LA Works. This is a temporary position expected to last one year.

REPRESENTATIVE DUTIES

- Familiar with WIA (Work Investment Act).
- Lead Eligibility Specialist – proficient in WIA Youth, Adult and Dislocated Workers. Conducts initial applicant interview to complete program eligibility and determine appropriate program services and referrals.
- Proficient in PrimeWorks data entry. (MIS paperwork)
- Ensure ROP eligibility staff receive proper training
- Performs complex mathematical computations.
- Administers various forms of testing and evaluation to determine clients' needs for available services.
- Files have completed MIS forms and all supporting documentation, as required for registration and enrollment.
- Maintains accurate client documentation records and prepares reports. Completes required documentation in a clear and consistent manner; updates client files as required.
- Explains program services and requirements to potential applicants, ROP and partnering agencies.
- Performs file monitoring reviews, to ensure accuracy and program compliance, and provides technical assistance regarding requirements pertaining to program eligibility.
- Assists in developing and maintaining working relationships with on-site partners and outside agencies.
- Conducts group and individual orientations.
- Other administrative and related duties as assigned.



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TRAINING AND EXPERIENCE

- High School diploma or GED Certificate and one or more years of experience with a government funded program desired.
- Knowledge of employment and training programs desired.
- Ability to learn, understand, and consistently apply the rules and regulations governing government funded employment and training programs.
- Desire to work with the public, particularly persons who are unemployed. Ability to demonstrate awareness and understanding of employment related concerns of unemployed youth and adult job seekers.
- Ability to develop and maintain a professional positive working relationship with LA works staff, partnering agencies, community based organizations and LA Works' customers.
- Ability to monitor files, for accuracy and program compliance, and provide technical assistance.
- Ability to follow written and oral instructions.
- Ability to perform complex mathematical calculations.
- Ability to communicate effectively orally and in writing.
- Ability to complete work in a timely and accurate manner.
- Ability to meet program goals and deadlines.
- Minimum of two years of professional experience in WIA and maintenance of fiscal or management information systems at the level of an account clerk.
- Ability to communicate effectively with professionals and non-professionals in the public and non-profit sector.
- Ability to type 40 wpm and use a computer utilizing the Internet, Microsoft Office software with a proficiency level of intermediate to advanced.
- Bilingual in Spanish preferred.

SPECIAL REQUIREMENTS

- Applicant must not have been convicted of a felony.
- Applicant must pass a background investigation prior to employment.
- Applicant must pass a pre-employment physical examination.
- Possession of a valid California Driver's License by date of appointment.

APPLICATION PROCESS:

Interested applicants should send/fax a resume and LA Works job application, with a cover letter identifying the title of the position to which you are applying, no later than **5:00 pm PST, June 18, 2010 to:**

LA Works- Human Resources
5200 Irwindale Avenue, Suite 210
Irwindale, CA 91706
(626) 962-0064 (fax)

Applications and job descriptions can be obtained at <http://www.laworks.org>.