



JOB OPENING

(Internal & External Job Posting)

CASE MANAGER/JOB DEVELOPER – ROP

Temporary Assignment

Salary Range: \$4,237 - \$5,155 Application Deadline: June 18, 2010

Under direct supervision of the Director of Adult Career Training, recruits employers to provide occupational training and job placement for clients of the Workforce Investment Act Program. Programs will consist of On-the-Job Training, Work Experience, and Direct Placements. Develops a plan of service with participants and takes responsibility for assessing, directing, coordinating and monitoring resources needed to meet the training, education, and other needs of the participant. Identifies the responsibilities of the participant and follows through with all plans until successful completion. This assignment is temporary and is expected to last for one year.

REPRESENTATIVE DUTIES

General

- Performs complex mathematical computations.
- Provides Labor Market Information. Accesses, interprets/analyzes, and gives guidance regarding LMI.
- Proficient in PrimeWorks data entry. (MIS paperwork)
- Responsible for evaluating the strengths, skills and abilities of job seekers as these qualities relate to training and job placement/retention outcomes.
- Assists customers in acquiring skills in the following employment related areas: job search, securing a job, job retention/labor market retention.
- Instructs participants in resume writing, cover letters, job applications, interviewing and job search techniques.
- Responsible for conducting post-program outcome/follow-up activities.
- Conducts recruitments and related advertising.
- Compiles and studies occupational, educational, economic, social and personal information to assist individuals in making and carrying out vocational educational objectives.
- Compiles, organizes, processes and analyzes information for the preparation and presentation of assigned projects and reports.

For Employers

- Contacts employers to promote and develop employment opportunities for program participants.
- Researches, recruits, and develops relationships with employers to provide occupational skills training for job seekers.
- Develops and maintains a comprehensive and active job bank of employers who provide training in demand occupations, non-traditional occupations for women, and high skill occupational training.
- Demonstrates to employer's the effectiveness and profitability of employing chronically unemployed by identifying jobs that workers can perform.
- Informs employers and job seekers of the availability and benefits of tax credits (e.g. Work Opportunity Tax Credit, Earned Income Tax Credit, etc.).
- Assists employers in revising hiring standards that exclude applicants from jobs.
- May assist employers in establishing current rate wage scales, write job descriptions for training positions, market and develop On-the-Job Training (OJT).



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REPRESENTATIVE DUTIES (continued)

- Discusses program requirements for OJT, develops training outlines, exhibits, invoices, monthly evaluations, and customizes training agreements with employers.
- Monitors and assesses clients and work sites during training.
- Develops methods of networking with on-site partner agencies and outside agencies.

For Participants

- Participates and is proactive with Chamber of Commerce functions, economic development partnership meetings, and other networking activities.
- Determines WIA eligibility for Adult and Dislocated Worker customers.
- Locates and assesses necessary services for participants
- Helps participant to modify attitudes and patterns of behavior related to employment by increasing understanding of self and problems, and by fostering personal accountability.
- Maintains an efficient and accurate system for documenting the current status of all participants assigned.
- Assists participants in identifying and selecting the most appropriate intervention for satisfactory employment training and placement.
- Monitors participant situation and/or employment and training progress and attendance regularly, and modifies plan to meet changing needs.
- Serves as liaison between participant, training institutions and employers and intervenes as necessary if problems arise.

TRAINING AND EXPERIENCE

- Completion of a four-year curriculum in an accredited college or university in behavioral sciences (psychology, sociology, social work, counseling) and two years of experience in a governmental agency or in a community based organization in an employment and training development, or other related program. Additional experience may be substituted for the educational requirement up to two years on a year-for-year basis.
- Minimum of 2 years relevant work experience in job development, job placement or closely related field.
- Knowledge of WIA eligibility guidelines.
- Ability to gain the confidence of employers as measured by developing and maintaining on-going, effective relationships with hiring authorities of numerous local employers.
- Ability to analyze and prioritize the needs of participants by empowering, educating and assisting them to identify solutions.
- Ability to effectively communicate with employers and program participants for successful placement in unsubsidized employment in sufficient numbers to meet or exceed acceptable performance standards.
- Knowledge of job development and job placement.
- Knowledge of private employer employment practices including recruitment, selection, promotion and compensation.
- Ability to relate sensitively to persons of diverse ethnic and socio-economic backgrounds.
- Ability to develop and organize strategies for implementation of various employment-related activities, such as job clubs, workshops, public/private sector orientations and business presentations.
- Ability to conduct group (30 people or more) and individual presentations and orientations.



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TRAINING AND EXPERIENCE (continued)

- Required to maintain records and files in accordance with federal, state and local guidelines.
- Ability to meet program goals and deadlines.
- Knowledge of the principles and procedures for providing vocational related case management services.
- Ability to analyze and prioritize the needs of participants, by empowering and educating, and assisting them in identifying solutions.
- Ability to relate sensitively to persons of diverse ethnic and socio-economic backgrounds.
- Knowledge of local resources and services, including the local labor market.
- Ability to establish and maintain effective working relationships within and outside the organization.
- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Ability to work evening hours
- Bilingual in Spanish or Chinese preferred.
- Ability to type 45 wpm and have experience in using computer equipment as well as skilled in the proper use: Microsoft Word, Excel, Access, PowerPoint, and the Internet. Proficiency must be intermediate or advanced level.

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.
- Must have reliable transportation to travel to various meetings, as well as training and employment sites throughout Los Angeles County.

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>.