



## **CAREER SPECIALIST – Bi-Lingual (Spanish)**

**Filing Deadline: 4:00 p.m., Monday, July 13, 2020**

**Salary Range: \$19.25-\$23.47 Hourly**

### **The Position:**

The Career Specialist, under the direction of an assigned supervisor, will perform varied technical and specialized functions in providing a variety of services to job seekers such as referral, assessment, skill development, and career coaching; assist assigned job seekers in the development and enhancement of appropriate skill sets for future employment opportunities; perform related administrative support activities. This position requires work with re-entry customers at the Madera County Department of Corrections, as well as individuals referred from the Probation Department and State Parole officers and will require successful completion of the Department of Corrections security clearance process. **Candidates must be fluently bilingual in Spanish.**

### **Examples of Duties: (Include but are not limited to the following)**

Connect job seekers to partner and other outside agencies using established referral processes; provide career coaching, labor market information, and job search strategies and tools to job seekers; assist job seekers to access necessary supportive services.

Review data, test scores, eligibility status, and other information concerning job seekers; assist job seekers in identifying appropriate career pathways and goals.

Maintain a job seeker caseload including all required and appropriate documentation; determine customer eligibility; administer and interpret various vocational and basic skills assessment tools; create and maintain individual job seeker files and paperwork.

Determine job seeker's appropriateness for training programs; obtain financial aid information; refer job seeker to various appropriate agencies. Contact potential training providers; introduce and explain program processes and procedures; negotiate individual training agreements with vocational training providers. Prepare individual training related documents; track and process monthly attendance, supportive service documents, and training provider invoices.

Provide assistance to job seekers for developing and refining occupational goals and developing communication skills, problem solving skills, attendance, attire, and other appropriate work behaviors; plan, organize, and deliver workshops and seminars to job seekers.

Review and confer with job seekers concerning job applications, resume, work history, skills, living status, work flexibility, transportation, child care, salary expectations, and other matters related to the successful completion of training or obtaining and retaining employment.

Attend a variety of events such as job fairs, community presentations, outreach events, hiring fairs, and other activities.

**Qualifications:**

Associate's degree in social work, sociology, vocational guidance, business, Human Resources or a closely related field and/or five years of progressively responsible experience working in employment and training programs, vocational guidance, job development or a related occupation.

Preferred: Bachelor's degree or higher in social work, sociology, vocational guidance, business, Human Resources or a closely related field and one year of experience work in employment and training programs, vocational guidance, job development or a related occupation.

Bi-lingual in Spanish.

A valid California driver's license is required.

**Required Application Materials:**

To be considered, applicants must submit:

- Application Cover Letter
- Completed Workforce Investment Corporation Application Form
- Current Resume
- A Minimum of Two Professional Reference Letters (dated within 30 days of the date of your application submission)

Application materials are available from:

**Maiknue Vang, Deputy Director  
Madera County Workforce Investment Corporation  
2037 West Cleveland Ave  
Madera, CA 93637  
(559)662-4503, or by email at  
HR@maderaworkforce.org**

**A CalJOBS application cannot be substituted for the Madera County Workforce Investment Corporation application form. Application materials may be mailed, hand-delivered, or emailed and must be received prior to 4:00 p.m., Monday, July 13, 2020 to be considered. Completed applications should be submitted to the individual and address above. If emailing your application materials, please send them to HR@maderaworkforce.org.**

Complete application packages received by the deadline will be screened against the position qualifications. Only the most qualified applicants, based on the information provided in the

application package, will be invited to participate in the oral panel interview (date to be determined). A background check will be required prior to beginning employment.

The Madera County Workforce Investment Corporation is an equal opportunity employer. All qualified individuals are encouraged to apply. Auxiliary aids and services are available, upon request, to individuals with disabilities.



**JOB TITLE: CAREER SPECIALIST (Non-Exempt)**

**SUMMARY:**

Under the direction of an assigned supervisor, perform varied technical and specialized functions in providing a variety of services to job seekers such as assessment, referral, skill development, and career coaching; assist assigned job seekers in the development and enhancement of appropriate skill sets for future employment opportunities; perform related administrative support activities.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Review data, test scores, files, eligibility status, and other information concerning job seekers; assist job seekers in identifying appropriate career pathways and goals and in the development of an Individual Employment Plan.

Connect job seekers to partner and other outside agencies using established referral processes, as appropriate; provide career coaching, labor market information, and job search strategies and tools to job seekers such as web sites, job search booklets, and flyers; assist job seekers to access necessary supportive services.

Maintain a job seeker caseload including all required and appropriate documentation; determine customer eligibility; administer and interpret various vocational and basic skills assessment tools; create and maintain individual job seeker files and paperwork; counsel job seeker and review their progress while providing encouragement and motivation.

Determine job seeker's appropriateness for training programs; obtain financial aid information; refer job seeker to various appropriate agencies. Contact potential training providers; introduce and explain program processes and procedures; negotiate individual training agreements with vocational training providers. Prepare individual training related documents; track and process monthly attendance, supportive service documents, and training provider invoices.

Update records and complete required documents, reports and detailed case narratives in a timely manner for job seekers; input all required tracking data into established systems.

Provide assistance to job seekers for developing and refining occupational goals and developing grooming, communication skills, problem solving skills, attendance, attire, and other appropriate work behaviors; plan, organize, and deliver workshops and seminars to job seekers. Assist job seekers with resources for preparing and developing resumes and cover and thank you letters, and conduct mock interviews to enhance interviewing skills.

Review and confer with job seekers concerning job applications, resume, work history, skills, living status, work flexibility, transportation, child care, salary expectations, and other matters related to the successful completion of training or obtaining and retaining employment.

Coordinate with Business Specialists for the administration of tests to job seekers in accordance with employer needs; score assessments and provide results to Business Specialists.

Coordinate with Business Specialists to interview job seekers and determine suitability for current job openings; assist Business Specialists in developing and reviewing OJT agreements for job seekers.

Schedule, attend, and participate in various appointments, orientations, conferences, workshops, and meetings; present materials and information; coordinate, conduct, and recruit for job fairs and workshops.

Attend a variety of events such as job fairs, community presentations, outreach events, hiring fairs, and other activities.

Perform responsible and varied technical and specialized functions in support of a variety of job training and placement services for assigned customer base.

#### **OTHER DUTIES:**

Assist clients in the Resource Room, instructing clients in computer operations to obtain labor market information.

Perform a variety of clerical and administrative functions in support of job seeker services;

Provide program-specific information to job seekers regarding available services and eligibility requirements;

Conduct workshops for job seeker's; present an overview of services and eligibility requirements; respond to questions from attendees.

Interview job seeker's to determine eligibility; assist job seeker's in completing necessary forms and paperwork and gathering required documentation; track outstanding applications and documentation to assure timely completion of the application eligibility process.

Prepare, update, and distribute a variety of marketing, promotional, and informational materials such as brochures, pamphlets, and flyers.

Communicate with various outside agencies to exchange information regarding programs and services.

**This job description is only a summary of typical functions, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.**

### **KNOWLEDGE AND ABILITIES:**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **KNOWLEDGE OF:**

- Standard and accepted one-on-one interviewing methods, techniques, and practices.
- Pertinent Federal and State regulations and guidelines governing programs and funding.
- Follow-up and retention techniques.
- Available community resources and services.
- Local and regional labor market and related demographics.
- Occupational resources related to analyzing required qualifications and identifying training needs.
- Standard and accepted office practices and procedures.
- Principles and techniques of effective communication, public relations, and sales or marketing.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Policies and objectives of assigned program and activities.
- Varying needs of diverse populations related to academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Interpersonal skills using tact, patience, and courtesy.
- Recordkeeping and report preparation techniques.
- Microsoft Office Software (Word, Outlook, Excel, Publisher, PowerPoint) or similar programs
- Web based programs

### **ABILITY TO:**

- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Interact positively and successfully while counseling and motivating individuals and groups with diverse needs and backgrounds.
- Conduct research to develop an understanding of career and vocational opportunities.
- Perform mathematical calculations including addition, subtraction, multiplication and division accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Compile and verify data and prepare and maintain records and reports.
- Organize and prioritize a variety of diverse tasks in an effective and timely manner.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Establish and maintain cooperative and effective working relationships with others.
- Read, write, translate and interpret English and a designated second language as assigned by the position.
- Maintain punctuality and meet schedules and time lines.
- Establish and maintain files and records and prepare related reports.

## **EDUCATION AND EXPERIENCE:**

Associate's degree in social work, sociology, vocational guidance, business, Human Resources or a closely related field and/or five years of progressively responsible experience working in employment and training programs, vocational guidance, job development or a related occupation.

Preferred: Bachelor's degree or higher in social work, sociology, vocational guidance, business, Human Resources or a closely related field and one year of experience work in employment and training programs, vocational guidance, job development or a related occupation.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

## **WORKING CONDITIONS:**

**The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

## **ENVIRONMENT:**

Indoor office, all Job Centers and/or facilities such as Department of Corrections or other public and private buildings.

Travel both within and outside of the County for employment purposes.

Participation at outdoor community events.

**PHYSICAL DEMANDS:**

Communicating to exchange information in person or on the telephone.

Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and on-line tools.

Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.

Lifting or carrying up to 10 lbs.