MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

America's JobCenter of California℠

CAREER SPECIALIST – Bi-Lingual (Spanish)

Filing Deadline: 4:00 p.m., Monday, April 19, 2021

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. **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, childcare, 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:

Five years of progressively responsible experience working in employment and training programs, vocational guidance, job development or a related occupation.

OR

Associate's degree in social work, sociology, vocational guidance, business, Human Resources or a closely related field and 3 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 60 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

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, April 19, 2021 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 participant in the oral panel interview (date to be determined).

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.

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

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, childcare, 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 timelines.
- Establish and maintain files and records and prepare related reports.

EDUCATION AND EXPERIENCE:

Five years of progressively responsible experience working in employment and training programs, vocational guidance, job development or a related occupation.

OR

Associate's degree in social work, sociology, vocational guidance, business, Human Resources or a closely related field and 3 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.

MCWIC APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, citizenship status, ancestry, age, marital status, veteran status, physical or mental disability, pregnancy, medical condition, sexual orientation, sex stereotyping, transgender status, gender identity, gender expression or any other legally protected status. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the company, its clients, and its employees. Equal access to programs, services and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

(Please Print)
Position(s) applied for: _____ Date of Application: _____

Last Name First Name Middle Name

Address City State Zip Code

E-mail Address Nickname

Telephone Number(s)

EMPLOYMENT EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for full periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
	From Month/Year	To Month/Year			
			May we Contact ☐Yes ☐ No		
Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
	From Month/Year	To Month/Year			
			May we Contact ☐Yes ☐ No		
Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
	From Month/Year	To Month/Year			
			May we Contact ☐Yes ☐ No		

Madera County Workforce Investment Corporation
2037 W. Cleveland Ave • Madera, CA 93637 • TEL: (559) 662-4500 • California Relay Sysytem 711

Have you ever been involuntarily terminated or asked to resign from any job? ☐ Yes ☐ No

If yes, please explain:

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment:

EDUCATION

Please describe your educational background in the table provided below.

School Name	Years Completed 1 2 3 4	Diploma/Degree Yes or No	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
High School:				
College/University:				
Graduate/Professional:				
Trade or Correspondence:				
Other:				

BUSINESS/PROFESSIONAL REFERENCES

Please list three professional references of individuals who are not related to you.

Name & Title	Business Relationship	Telephone Number or Email

GENERAL INFORMATION

1. Have you ever worked for this company before? ☐ Yes ☐ No
   If yes, please give dates and position: _____
2. Do you have friends and/or relatives working for this company? ☐ Yes ☐ No
   If yes, name(s) and relationship(s): _____
3. On what date are you available to begin work? _____
4. Days/Hours available to work: _____

5. Are you available to work: ☐ Full-time ☐ Part-time ☐ Shift Work ☐ Temporary

6. Minimum salary required? ☐ Yes ☐ No $_____ Per Hour $_____ Per Month

7. Do you have a valid CA driver's license? ☐ Yes ☐ No

8. Can you travel if the position requires it? ☐ Yes ☐ No

9. Can you relocate if the position requires it? ☐ Yes ☐ No

10. Are you at least 18 years old? ☐ Yes ☐ No
Note: if under 18, hire is subject to verification that you are of minimum legal age

11. If hired, can you present evidence of your identity and legal right to live and work in this country? ☐ Yes ☐ No

12. Are you able to perform the essential job functions for the job for which you are applying with or without reasonable accommodations? ☐ Yes ☐ No

Note: we comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

APPLICANT STATEMENT AND AGREEMENT

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

_____ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment.

_____ In the event of my employment with the Company, I understand that I am required to comply with all rules and regulations of the Company.

_____ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is committed to continuing the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by oral statements or in any other way, but can only be altered by written amendment signed by the Owner/President of this Company. I also understand that the Company and its client are co-employers and that, if hired, I will be co-employed by both companies and the companies shall share employment responsibilities.

_____ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health. I also recognize that an effective safety program extends beyond normal working hours. Safety should be promoted within the family and in off-the-job activities. I understand and agree to adhere to safety practices while performing my job.

_____I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an 1-9 Form in this regard.

_____I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

Signature: _____ Date: _____

Printed Name: _____

City/State: _____