



SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

*The **SBWIB, Inc.** is an equal opportunity employer.*

Career Services Coordinator (Case Manager)

JOB ANNOUNCEMENT

Summary

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking a highly motivated individual to support in-school and out-of-school youth and young adults ages 14- 24, with career exploration and guidance, vocational training, work experience, and post-secondary opportunities in order to meet the needs of each individual. The ideal candidate takes initiative; has great time management and organizational skills; is able to efficiently juggle various tasks; works well under stress; has good communication skills and is able to work with individuals of diverse disciplines and ethnicities.

This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Salary & Benefits

This is a full-time position (35-40 hours/week) with a starting hourly wage of \$23.46 - \$25.62. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% employer covered medical benefits, sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90 day employment introductory period.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Social Sciences, Business, Public Administration, or a related field with extensive knowledge in case management and at least two years of professional experience in the workforce field or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties (education may be substituted by experience on a year-for-year basis). Must also demonstrate dependability, promptness, punctuality and professionalism and an ability to communicate effectively. Must be able to manage multiple tasks and projects in a timely manner and work well under pressure. Lastly, this person must be able to successfully pass background and reference clearances; have a valid driver's license, reliable transportation, current vehicle insurance and follow all safety protocols enforced by the Company and as listed under the below *working conditions*.

Essential Duties and Responsibilities

Working under the supervision of the Senior Career Services Specialist or Youth Programs' Manager, the Career Services Coordinator – Case Manager for the Youth Programs will be responsible for case management and other duties, including but not limited to the following:

- Conduct WIOA eligibility in order to enroll a target number of youth in an assigned South Bay Service Area;
- Provides direct service to program participants and is instrumental in coordinating various employment-related projects and events in collaboration with other employment services' team members and other departments;
- Provide Case management services for the development of an Individual Service Strategy (ISS) for each participant and monitor participant progress toward achievement of ISS goals;
- Teach or assist in providing instruction of employment related and financial literacy classes to young adult and/or youth participants;
- Contribute to the achievement of monthly, quarterly and annual employment and internship goals;
- Track participant activities, progress and results using client management and tracking systems;
- Conduct research on best practices in career development models and labor market trends to ensure curriculum and approaches to workforce development are cutting edge;

- Monitor worksites to ensure adherence to child labor laws, safety guidelines and program requirements for WIOA and other youth programs;
- Timely completion and submission of all MIS forms following agency guidelines and procedures;
- Perform other duties of a similar nature or level as required.

Working Conditions

*Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members and/or visit numerous locations. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also spend the majority of the day walking, standing, sitting at a desk, and may frequently be required to reach, bend and use hands and arms to occasionally lift and/or move up to 40 pounds. Must have good time management skills, be able to work well under stress and meet deadlines. Must also be able to travel to other office locations as needed or for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days- if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. **Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.***

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. **No phone calls please.**

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.