

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

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

Program District Assistant - TSE Job Coach (Antelope Valley)

JOB ANNOUNCEMENT

\$23.49 - \$33.41

Summary

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking a highly motivated individual to function as a Program District Assistant (PDA) TSE Job Coach for the Transitional Subsidized Employment (TSE) Program, working with Homeless CalWORKS participants. This position will be assigned to the Antelope Valley location which is one of five (5) Community Based Organizations (CBO) and/or One-Stop/AJCCs serving this specialized population (Pasadena, Lancaster/Palmdale, Los Angeles (near Dodger Stadium), and South LA-Watts). However, local travel within an LA County Region will be required to provide support to a designated caseload of participants on job assignments. The selected candidate will assist program participants experiencing homelessness by providing on-the-job training as well as supporting the individual to adjust in their current work environment. Assistance with placements into unsubsidized employment will be required as well, as this support will enable participants to transition into independent employees with an ultimate goal of employment retention. The PDA Job Coach must understand the function and goal of the TSE Program, and the ideal candidate should be able to motivate TSE program participants to achieve their professional goals through employment as well market the program to employers. TSE Job Coach will also be responsible for Job Development as well.

Candidates who meet the minimum requirements are encouraged to apply. Once positions are filled, Applicants will be placed on an eligibility list, for up to a year, in which you may be contacted as positions become available.

This job description is intended to convey information essential to understanding the scope of the 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, nonexempt position (40 hours/week), generally with a starting hourly wage of **\$23.49**; however, wage may commensurate with experience. Our Company offers a comprehensive employee benefits package, which includes 75% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. *Employer is eligible for student loan forgiveness (PSLF).* 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 Business, Public Administration, Social Science, Communications, or a related field; at least two (2) years of experience in the delivery of social service programs targeting homeless populations; case management, job coaching 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). Reliable transportation with valid California Driver's License and insurance are required. Must also be able to successfully pass background and reference clearances and follow all safety protocols enforced by the Company and as listed under the below *working conditions*.

Required Skills

- Must be enthusiastic, creative, and capable of effectively functioning in a professional work setting with various levels of staff, Boards or Partners, in group settings, and independently with little to no supervision.
- Must possess the ability to think quickly, strategically and execute new ideas in fast-paced environment;
- Must possess the ability to excel at details, work well under pressure and have great problem solving skills;
- Must have great organizational skills and the ability to manage multiple tasks and projects in an efficient and timely manner and be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

- Must have good verbal and written-communication skills, outstanding people skills and be able to work collaboratively and positively with others of diverse backgrounds, opinions and needs;
- Ability to mentor and/or advise individuals with multiple barriers to employment;
- Ability to inspire and motivate individuals; while also demonstrating patience, tolerance, responsiveness and professionalism;
- Ability to communicate the benefits and employment support services provided by the program to employers, including addressing employer's special needs;
- Ability to understand how/where to search for job leads; keeps current with trends and maintains updated labor market information obtained through research;
- Ability to successfully match job skills with applicant qualifications;
- Must have experience working with or the ability to learn Microsoft Office software, including Outlook, Word, PowerPoint, and Excel and virtual meeting platforms such as ZOOM, Teams, etc.

Essential Duties and Responsibilities

Under the supervision of the GAIN Unit Manager (or designee), duties of the Program District Assistant – Job Coach includes, but is not limited to, the following:

- Act as advocate for the participants;
- Interview participants to assess interest/qualifications for unsubsidized employment;
- Instruct participants in job seeking, application procedures, resume writing, interview preparation and job retention, skills and attitudes;
- Make cold calls to potential employers;
- Develop employment plans and effectively carry out job-coaching duties, including structuring techniques to assist individuals on learning, navigating and accurately carrying out those duties;
- Place participants into unsubsidized jobs, meeting placement goals within stipulated timeframes;
- Assist participants with maintaining positive working relationships with staff and customers;
- Track, monitor, and evaluate participant activity and program progress data and provide feedback when needed;
- Stay knowledgeable and up-to-date on job fairs and internet resources; must also be prepared to participate in outreach and recruitment activities by attending job fairs;
- Assist with developing flyers, brochures and other methods to advertise job placement activities and distribute or coordinate distribution of such materials at meetings;
- Initiate and maintain ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote program for participant placement;
- Keep accurate records and documentation in relation to participants' ongoing communication, activities and progress and be prepared to provide appropriate reports as needed;
- Develop and maintain a portfolio of employers for unsubsidized placements (upon completion of the TSE participants' assignments);
- Collaborate with CBOs and/or One-Stop/AJCCs on recruitments;
- Collect data from employers related to job orders, including job requirements and skills;
- Prepare and submit reports as directed by Manager;
- Work closely with CBOs and/or One-Stop/AJCCs to ensure participants who are in the last three months of their assignment and/or who have completed their assignments are targeted for job placement;
- Coordinate interviews for participants who have successfully completed the program;
- Assist with program presentations, workshops, and/or serve on committee(s) as requested;
- Participate in routine One Stop/AJCC meetings, LA County GAIN Region Staff Meetings, LA County GAIN Program Division TSE meetings and SBWIB, Inc., GAIN Unit meetings as directed;
- Stay abreast and in compliance with SBWIB, Inc., and LA County's GAIN Program policy and procedures;
- Other duties as assigned.

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. 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 be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management

skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations 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 may be required to provide COVID testing once a week or more, if/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.