

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.
A Private Nonprofit Corporation & An Equal Opportunity Employer

Career Services Coordinator I (Case Manager)

JOB ANNOUNCEMENT

Summary

The South Bay Workforce Investment Board, Inc. (SBWIB) is seeking an experienced, self-motivated and well-organized Career Services Coordinator to provide case management assistance. This person will be responsible for helping our **adult population** overcome barriers of employment through career exploration, vocational training, work experience, and post-secondary opportunities in order to meet the needs of each individual. The ideal candidate will be organized, detail-oriented, comfortable working with diverse teams and will have great communication skills.

Salary & Benefits

This is a full-time position, 40 hours/week, with a starting hourly wage of **\$23.46 - \$33.36**. 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 includes 75% employer covered medical cost, 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 60 days of employment. The employment probationary period is 6 months. Some of the beneficial perks offered at SBWIB Inc. are '**student loan forgiveness**' (**PSLF**) as we are a participating 501(C)(3) non-profit. Our organization also pays up front for travel and hotel expense to any workshops, events, seminars, or meetings that are a distance 23.46 outside of the norm to travel to.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Social Sciences, Business, Public Administration, or a related field; at least two (2) years of experience in the delivery of social service programs/job training and development (experience may be substitute education on a year-for-year basis). Extensive Case Management, a valid California Driver's License and reliable transportation are required. Must be able to pass a background clearance.

Essential Duties and Responsibilities

Working under the supervision of the Career Services Centers' Manager the Career Services Coordinator (Case Manager) will be responsible for case management and other duties, including but not limited to the following:

- 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;
- Teach or assist in providing instruction of employment related classes to adult or youth participants;
- Coach participants to set and achieve appropriate employment objective s by identifying short and long term goals, obstacles determining occupational qualifications and mapping out strategies to achieve their goals;
- Help participants through the job search process, which may include providing knowledge and feedback of on the job search materials and skills as well as expose participants to employer contacts, internships and other short-term training opportunities, as appropriate;
- 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;
- Assist in coordinating employment related volunteer recruitment and event planning efforts;
- Conduct research on best practices in career development models and labor market trends to ensure curriculum and approaches to workforce development are cutting edge;
- 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. 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 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](mailto: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](mailto:apply@sbwib.org).