Career Services Coordinator (Case Manager)

JOB ANNOUNCEMENT

Summary
The primary objective of the Career Service Coordinator (Case Manager) is 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.

Salary & Benefits
This is a full-time position (35-40 hours/week) with a starting hourly wage of $20.90-$24.92. 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 65% health cost reimbursement (for employee only), 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; at least two (2) years of experience in the delivery of social service programs/job training and development (experience may substitute education on a year-for-year basis). Extensive Case Management, a valid California Driver’s License and reliable transportation are required.

Essential Duties and Responsibilities
Working under the supervision of the Youth Programs Manager the Career Services Coordinator will be responsible for case management and other duties, including but not limited to the following:

Primary Duties

- 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
Performing duties of this position may require spending the majority of the day walking, standing, sitting at a desk and some lifting and bending for filing purposes. Must have good time management skills, be able to work well under stress and meet deadlines. Reliable transportation, a valid driver’s license and proof of insurance is a must. Must also be able to travel to other office 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.

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.