



CAREER SPECIALIST – Bi-Lingual (Spanish)

Filing Deadline: 4:00 p.m., Monday, July 13, 2020

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. This position requires work with re-entry customers at the Madera County Department of Corrections, as well as individuals referred from the Probation Department and State Parole officers and will require successful completion of the Department of Corrections security clearance process. **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, child care, 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:

Associate's degree in social work, sociology, vocational guidance, business, Human Resources or a closely related field and/or five 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 30 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, or by email at
HR@maderaworkforce.org**

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, July 13, 2020 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 participate in the oral panel interview (date to be determined). A background check will be required prior to beginning employment.

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.