



SJCOE
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Job Description

POSITION TITLE: Career Development Transition Specialist #2437
PROGRAM: Workforce Development
SALARY PLACEMENT: Classified Hourly Salary Schedule
Range 39

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a bachelor’s degree from an accredited college or university in a related major; education, counseling, social work, and/or career technical education. Three years of experience working in career development, education, or related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

- Knowledge of workforce development programs.
- Knowledge of Workforce Innovation and Opportunity Act (WIOA) policies, procedures, and reporting requirements.
- Experience monitoring WIOA files for completeness and accuracy.
- Knowledge of WIOA exit and follow-up procedures and auditing practices.
- Experience developing and leading workshop training sessions with youth and staff.
- Certificate of completion for Career Development Facilitator’s training.
- Knowledge of industry/education partnerships, employment related agencies, school district programs, and any special projects that relate education and training to employment.
- Experience working with youth or young adults as a career developer, career center technician, career coach, or case manager in a WIOA program and/or career development or educational setting.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Proof of valid California Driver’s License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties throughout San Joaquin County (mileage reimbursement). Demonstrate a high level of professionalism and work ethic to effectively interact with and assist individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds. Ability to carry out duties required by grant and maintain client records in compliance with WIOA requirements. Ability to develop a rapport with youth and young adults, their parents, the public, and agencies. Ability to work flexible hours, including evenings and weekends as needed. Ability to work closely with a team, effectively communicate with peers, and contribute to group efforts in order to meet performance measures. Ability to handle high levels of paperwork, data entry, and use correct English written and grammar skills.

SUMMARY OF POSITION:

Under the direction of the Program Administrator and Supervisor, coordinate youth closure files and conduct review of files to ensure accuracy and completeness. Coordinate 12-month follow up services for exited youth to ensure alignment with WIOA requirements, including leadership development and supportive service activities, assistance with work-related problems or issues, assistance securing a higher paying job, information and assistance with career pathway development, further education or training, work-related peer support groups, adult mentoring and other services needed to ensure success for youth. Additionally, prepare weekly and ad hoc reports, assist with monitoring case management activities and ensure alignment with established timelines and requirements. Ability to assist with curriculum development and implementation as necessary to meet WIOA requirements, facilitate

workshop instruction sessions and event planning, and provide oversight of new career development staff training to ensure continuity.

ESSENTIAL FUNCTIONS:

1. Maintain current and accurate database to track active and enrolled clients as well as those in follow-up status.
2. Provide reports to ensure career development staff adheres to WIOA requirements related to case management (staying on top of caseload/meeting with client, activities, and goals).
3. Monitor active youth case files and communicate with career development staff to ensure files stay open and current.
4. Receive, review and verify documents and reports for accuracy, completeness as related to WIOA regulations, policies, and guidelines.
5. Process client files for exit, ensuring files are accurate and complete.
6. Provide client follow-up for 12 months after exit to ensure optimum performance outcomes are achieved.
7. Organize, direct and coordinate operational support activities as needed.
8. Prepare archive files each quarter.
9. Assist with training new career development staff on procedures for client communication plan, follow-up, and documentation process in CalJOBS and other tracking databases to ensure continuity across the department.
10. Gather, review and compile information and prepares accurate and comprehensive reports with deadlines as assigned.
11. Coordinate annual client surveys for both active clients and those in follow-up.
12. Implements office procedures related to youth exit and closures as needed or required.
13. Assist with work readiness and education assistance workshops and presentations to include; employability skills, career preparedness, college skills, life skills, SCAN, entrepreneurial skills, and financial literacy as needed to exited youth.
14. Serve as a liaison between education institutions, employment agencies, and youth as needed.
15. Refer youth to appropriate services and track progress as needed.
16. As needed, assist youth with enrolling in school, obtaining educational support services, and securing meaningful, permanent employment.
17. Promote occupational readiness through skill and information training.
18. Develop process for routine auditing of client records to ensure accuracy, timeliness of services and database entries.
19. Assist youth with post-secondary and employment transition plans as needed.
20. Attend weekly team meetings and various program meetings, coordinating and leading as needed.
21. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Enter data into a laptop computer, operate standard office equipment and use a telephone
2. See and read a computer screen and printed material with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds of waist weight.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors, make home visits, travel to various county sites, and work in direct contact with SJCOE staff, district staff, and the public.