



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Career Development Liaison	#2146
PROGRAM:	Workforce Development	
SALARY PLACEMENT:	Classified Salary Schedule Range 38	

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. One year of experience working in career development, education, or related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

- Certificate of completion for Career Development Facilitator's training.
- Knowledge of administering workforce development programs: writing and evaluating career development curriculum, marketing career development programs, ability to use a laptop computer and the internet; public speaking, above average writing skills, and the ability to facilitate workshops and teach small and large groups career development curriculum.
- Knowledge of industry/education partnerships, employment related agencies, school district programs, and any special projects that relate education and training to employment.
- Knowledge of Workforce Investment Act (WIA) policies, procedures, and regulations.
- Previous experience working with youth or young adults as a career developer, career center technician, career coach, or case manager in a Workforce Investment Act 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 at sites throughout San Joaquin County (mileage reimbursement allowance provided based on availability of grant funds). 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 WIA standards. Ability to develop 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 supervisor, and contribute to group efforts in order to meet performance measures. Ability to handle high levels of paperwork, data entry, and client case notes using correct English written and grammar skills.

SUMMARY OF POSITION:

Under the direction of the program Director and Supervisor, provide education and employment services to low-income, high-risk, high school students with disabilities, and out-of-school youth necessary to transition into a career, further education/training, and adulthood. Responsibilities include: recruitment and eligibility, case management, assessment, tutoring, workshop and event planning and facilitation, curriculum development, work-readiness training, guidance and counseling, and record-keeping.

ESSENTIAL FUNCTIONS:

1. Recruit, screen, and enroll eligible youth from district high schools and out-of-school youth to participate in program services.
2. Provide individual case management to a caseload of up to 60 WIA eligible in-school and out-of-school youth throughout San Joaquin County.
3. Provide mentoring for the purpose of developing each youth's skills and ensuring success in program.
4. Administer and interpret assessment tests to determine and identify aptitude, interest, and basic skills related to short and long-term education and employment goals.
5. Assist each youth with development of an individualized program plan, which identifies education and employment needs. Meet with each youth a minimum of 1 time a month to assist with execution of plan.
6. Set up to 3 program goals (work readiness, basic skills and occupational skills) for each client per year. Provide remediation in areas of deficiency. Guide clients towards attainment through individualized instruction and referral to appropriate workshops.
7. Serve as a liaison between education institutions and employment agencies.
8. Refer youth to appropriate services and track youth progress.
9. Assist youth with enrolling in school and securing meaningful, permanent employment.
10. Assist youth with basic needs in order to be successful in employment and/or education; housing, food, transportation, etc.
11. Refer youth for supportive services through WorkNet. Monitor, track, and close services.
12. Log, refer, and track work experience referrals. In partnership with San Joaquin County WorkNet, monitor worksite placement and performance; collects timesheets and evaluations.
13. Tutor eligible youth in remedial reading, math, and basic skills as necessary.
14. Develop and present work readiness and education assistance workshops to include; employability skills, career preparedness, college skills, life skills, SCAN skills.
15. Plan and lead college and industry tours and annual career development events.
16. Promote occupational readiness through skill and information training.
17. Make presentations at school sites and to community service organizations.
18. Aid clients in procurement of work permits and registering for selective service.
19. Track and obtain education and employment verification from school sites and employment agencies.
20. Maintain accurate records to reflect needs, goals and current progress for each youth. Utilize online case management and state systems.
21. Develop and execute post-secondary and employment transition plans for each client.
22. Attend weekly team meetings and monthly program meetings.
23. Process client files for exit.
24. Provide follow-up for 1 year after exit and prepare archive files each quarter.
25. Accurately complete monthly case management reports for program supervisor.
26. 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.

rev 3/10/10 ms

Rev 9/10/12 sc

Rev 5/1/13 sc

Rev 6/18/13 sc