

CAREER SERVICES SPECIALIST

TEMPORARY-FULL TIME

Hourly Rate

\$14.41 \$15.42 \$16.49 \$17.65 \$18.88

Salary appointment is based on the applicant's experience, qualifications and wage history within the range listed above.

Under general supervision of the Department Manager, the Career Services Apprentice will be responsible for taking a lead role in coordinating activities related to meeting and/or exceeding performance measures for WIA, *American Recovery and Reinvestment Act (ARRA)*, *Economic Contingency Fund (ECF)* and other employment and training programs. The Career Services Apprentice will also be responsible for assisting the Department Manager in facilitating activities to include, but not limited to: interest and aptitudes evaluation, individual service strategy, career planning and development, employment preparation, job placement, job retention and training preparation. Will also maintain accurate statistical records and prepare reports.

Salary appointment is based on the applicant's experience, qualifications and wage history within the range listed above.

Generous fringe benefits, including company contribution to the Public Employees Retirement Systems (PERS), paid medical, dental, and vision insurance, two weeks paid vacation, sick leave available and paid holidays.

Duties and Responsibilities

- Greets assists, directs and provides all customers with appropriated services.
- Provides information over the telephone.
- Answer all telephone calls.
- Provides appropriate record of caller.
- Schedule appointments, answers and refers inquiries.
- Direct customers to available resources.
- Assist in maintaining customer visitor's log and record-keeping system.
- Assists customers in preparing preliminary application.
- Verifies reports and records for completeness and accuracy.

Required Knowledge and Abilities

- Assist in other Departmental / Division assignments as needed.
- Knowledge of basic operations of IBM compatible computer; knowledge of Microsoft Word, Excel, Access, or similar software.
- Knowledge of general use of office equipment.
- Knowledge of office methods and procedures, correct English usage, spelling and grammar.
- Knowledge of funding status, regulations, policies and procedures as prescribed by HCC, Federal, State, County and local governments as they relate to the duties and responsibilities of the position.
- Ability to interact and communicate in a positive fashion with the public as well as with co-workers.
- Ability to communicate effectively both orally and writing.
- Ability to work in a timely and efficient manner.
- Ability to meet assigned program goals and manage deadlines.
- Ability to use a calculator in order to perform basic math functions.
- Ability to work independently as well as part of a team.
- Ability to demonstrate understanding and awareness of the employment related concerns of unemployed youth and adult job seekers.

REQUIRED KNOWLEDGE AND ABILITIES

- Thorough knowledge of Employment and Training Programs. Knowledge of One Stop Vision policies and procedures is a plus.
- Ability to work as a team member within the department/division
- Ability to demonstrate understanding and awareness of the employment related concerns of unemployed adult job seekers.
- Ability to use a calculator in order to perform basic math functions. Ability to operate IBM compatible computers; knowledge of Microsoft Word, Excel, or similar software.
- Ability to work independently with minimum supervision as well as part of a team
- Ability to travel to various training sites throughout Los Angeles County.
- Ability to meet assigned program goals and manage deadlines.

- Ability to work in a timely and efficient manner
- Knowledge of Case Management principles, local labor market information and support services available in HCCC area.
- Knowledge of career counseling and job search techniques
- Excellent written and oral communication skills required.
- Must be computer literate in all Microsoft programs and the Internet.
- Must possess reliable transportation and a valid California Drivers License and be able to provide proof of current automobile insurance.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Sociology, Psychology, Counseling or related subject area preferred.

Experience may be substituted year for year in lieu of educational credentials. Minimum one (1) year experience in case management and/or career and employment counseling highly desirable. WIA, ARRA, ECF experience a plus. The ability to speak Spanish may be required and or is highly desirable.

APPLICATION PROCEDURE

Applications may be obtained at and should be submitted to:

HUB CITIES CAREER CENTER
2677 Zoe Avenue
HUNTINGTON PARK, CA 90255
Attention: Alberto Uribe, Executive Director

All applications will be accepted until **Positions are filled**. All applications will be reviewed. Only those candidates whose applications demonstrate the best combination of qualifications and experience will be invited to the interview process.

Hub Cities Career Center is an Equal Opportunity Employer and operates under a drug free workplace policy approved by the HCCC Board of Directors.