



## **JOB DESCRIPTION**

### **ENGLISH LANGUAGE LEARNER PROJECT NAVIGATOR**

**POSITION CURRENTLY HELD BY:** Ana Escareno

**CLASSIFICATION:** Non- Exempt

#### **GRANT:**

Through the partnership of the Fresno Regional Workforce Development Board (FRWDB), Workforce Development Board of Madera County, and State Center Adult Education Consortium (SCAEC), the Collaborative for Effective Services to English Language Learners (CESELL) Project aims to enhance access to education, training and supportive services for English Language Learners (ELL) and immigrants in Fresno County. Utilizing the Navigator model as a catalyst to bring partners together to share information, resources, and referral processes, the CESELL program will increase the knowledge of all partner staff regarding resources for the ELL population in the area, while supporting a more robust referral process and network – creating a “no wrong door system” for service access for ELL individuals.

**This position is a one-year grant funded position from January, 2018 to December, 2018. Successful performance may lead to future, regular employment.**

#### **GENERAL DESCRIPTION:**

Under the direction of the Deputy Director of Program Services, acts as a liaison between Workforce Innovation and Opportunity Act (WIOA) providers of services, community Partners, and other resource providers to assist persons who are ELL and/or immigrants in successfully accessing and utilizing available education, training, and employment opportunities and navigating through the complex systems of the many programs in which they may be participating.

#### **DISTINGUISHING CHARACTERISTICS:**

This position is characterized by the incumbent’s ability to quickly and strategically assimilate and compliment the strategy and timelines being developed for this one year project. The incumbent must possess, or quickly assimilate, an understanding of issues being faced by English-language learners (ELL) and/or immigrants, and the resources and tools available by community partners to facilitate their success. While the incumbent may not be a subject matter in our programs, they will have base line knowledge of the types of technical assistance needed and secure the resources to meet the grant deliverables. They must also juggle multiple projects accurately under deadline pressure and foster positive collaborative working relations between and among program partners and stakeholders.

#### **MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Essential Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The below list is intended to describe the general nature and level of work being performed by employees of this classification. They are not to be construed as an exhaustive list of all job duties.

1. Serves as a resource within the workforce development community and to outside agencies to ensure the availability of comprehensive knowledge of federal, state, local and private programs that impact the ability of individuals who are ELL/immigrants to enter and remain in educational programs and the workforce.
2. Develops linkages and collaborates with the WIOA Workforce Connection, the Adult Education system and numerous community agencies to facilitate access to services for individuals who are ELL/immigrants.
3. Develops, implements, plans and organizes Self-Reliance Team interviews.
4. Provides case management services to individuals participating in ELL programs, including identification of supportive service and educational needs, referrals to other community agencies, tracking participation and outcomes, and facilitating placement in employment, as needed.
5. Develops Individual Employment Plan (IEP).
6. Conducts outreach to and coordinates with community and faith-based organizations who serve individuals who are ELL/immigrants. Fosters linkages between these organizations operating through the Adult Education and workforce development system.
7. Develops and delivers presentations to community and partner organizations regarding the issues facing the target population, resources available, and opportunities for strengthening the collaborative delivery of needed services.
8. Plans and organizes collaborative meetings by setting meeting dates, coordinating participation, and preparing and distributing meeting materials.

#### **Job Specific Core Competencies:**

To perform this job successfully, an individual must have the organizational knowledge, skills and ability to perform the job at a high level of accomplishment.

1. Speaks, reads, and writes fluently in Spanish.
2. Works flexible hours, including some evening and weekends.
3. Develops and implements goals, objectives, policies, and procedures.
4. Conducts formal and informal presentations through a variety of modalities and to a diverse audience. Plans and coordinates staff development programs.
5. Prepares and maintains records and reports related to assigned activities.
6. Applies program rules, policies, and regulations. Follows agency protocols and procedures.
7. Goal and result orientation; ability to meet time commitments and follow through to task/job completion; shows initiative, creativity, and progressive vision.

#### **Organizational Core Competencies:**

To perform this job successfully, an individual must have the organizational knowledge, skills and ability to perform the job at a high level of accomplishment.

1. Dependability: Adheres to expectations of attendance and punctuality; minimizes unplanned absences and maintains pre-set schedule unless advance notice and approval has occurred; shows consistency in actions; performs timely office administration tasks such as submitting timesheets and mileage as to minimize negative impact to other units.
2. Communication: Communicates with courage balanced by consideration for others; maintains confidences; admits mistakes; does not represent his/her own interests over the interest of the organization.
3. Interpersonal Relationships/Teamwork: Relates well to a wide range of people and views, both inside and outside of the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; uses appropriate channels to communicate as needed; adjusts to shifting priorities to support the goals of the unit and organization.

4. **Problem Solving:** Analyzes issues systematically; compares alternatives, weighs the decisions, benefits, risks and chances for success; carefully weighs the priority of things to be done; makes suggestions to the team on decisions; takes responsibility for acting or not acting on decisions within his/her control and authority level.
5. **Time Management:** Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the most important priorities; gets more done in less time; follows through in meeting deadlines and commitments in a timely manner.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Language Skills:**

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills and Knowledge of Software Programs:**

Proficient in Microsoft Word, Outlook, Excel, and PowerPoint.

**Education:**

Degree from an accredited college with a Bachelor's Degree in social work, psychology, sociology, education, or other related field required

**OR**

**Experience:**

Six (6) years of directly related work experience in an administrative capacity in the private or public sector.

**AND**

**Experience:**

Two (2) years of experience working with programs which required extensive coordination between agencies, employers, or other community resources including experience working with persons who are ELL/immigrants and experience in coordinating and facilitating group interactions, meetings, and/or training.

**AND**

**License:**

Driving is a requirement of this position. A valid California Driver's License, personal automobile liability insurance, and reliable vehicle are required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee occasionally is required to stand, walk, lift items above head, stoop, kneel, crouch or crawl. The employee frequently is required to use his/her hands to keyboard, handle or feel, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

Employee will encounter moderate levels of stress. The noise level is quiet to moderate, and typically the environment is an office setting or meeting environment. Employee is occasionally exposed to outdoor weather conditions. Employee may be required to travel various distances to include out of state travel and may require overnight or multiple day stays.”

**ACKNOWLEDGMENTS:**

I have reviewed and understand the above position guide and believe it to be accurate and complete.

I also understand that the FAWIC retains the right to change this position guide at any time.

I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here: (If none, so state): \_\_\_\_\_

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will,” for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date