



**POSITION TITLE: ENGLISH LANGUAGE LEARNER (ELL) PROJECT NAVIGATOR
(EXEMPT)**

**CATEGORICALLY FUNDED 18 MONTH POSITION
BILINGUAL IN SPANISH REQUIRED**

SALARY RANGE: \$5,200 - \$6,019/month

SUMMARY:

Under the direction of the Program Supervisor, acts as a liaison between employers, agencies, and other resource providers to assist persons who are English-language learners (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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as an expert on workforce development issues and policies impacting individuals who are ELL and/or immigrants who are seeking education, employment, skill development, job retention assistance, or career advancement through the adult education and workforce development systems.

Serve 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.

Develop linkages and collaborate with the Adult Education system and numerous community agencies to facilitate access to services for individuals who are ELL/immigrants. Assist employers with information and resources specific to hiring individuals who are ELL/immigrants.

Ensure that the Workforce Assistance Center facilities, services, programs and equipment are accessible to individuals who are ELL/immigrants, including ensuring the availability of publications and materials in alternate languages, as needed.

Conduct outreach to and coordinate with community and faith-based organizations who serve individuals who are ELL/immigrants. Foster linkages between these organizations operating through the Adult Education and workforce development system. Develop and deliver 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.

Develop, implement, plan and organize Integrated Resources Teams, plan and organize

collaborative meetings by setting meeting dates, coordinating participation, and preparing and distributing meeting materials.

Research and implement appropriate strategies to provide comprehensive services to individuals who are ELL/immigrants including, but not limited to, various approaches to enhance long-term economic self-sufficiency, access to wrap-around services and supports, and literacy education and training.

Train agency and partner staff on the unique employment needs of individuals who are ELL/immigrants and the services and resources available to them.

Provide 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.

Facilitate the collection of participant data that may be required to effectively evaluate the ELL Workforce Navigator Pilot Program.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Unique challenges experienced by persons who are ELL/immigrants.

Laws and regulations impacting program functions and services.

Skills in time management.

Appropriate resources and services available.

Needs assessment techniques.

Planning and coordination of staff development/training programs.

Program evaluation techniques.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

Recordkeeping and report writing techniques.

ABILITY TO:

Speak, read, and write fluently in Spanish.

Apply program rules, policies, and regulations.

Prepare accurate program reports.

Work flexible hours, including some evening and weekends.

Follow agency protocols and procedures.

Establish and maintain cooperative, professional relationships with staff, colleagues, agency partners, and the community.

Plan and coordinate staff development programs.

Travel to and attend required meetings, trainings, and conferences.

Evaluate and analyze complex problems, issues, and concerns and render judgment, make timely and effective decisions, and solve problems efficiently.

Plan and organize work.

Operate a computer and standard office equipment.

Communicate effectively both orally and in writing, to include formal and informal presentations through a variety of modalities and to a diverse audience.
Prepare and maintain records and reports related to assigned activities.
Work independently with little direction.
Oral and written communication skills in English and a designated second language (Spanish).

EDUCATION AND EXPERIENCE:

Completion of a Bachelor of Arts Degree in social work, psychology, sociology, education, or other related field required. A minimum of two years' 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.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Class C driver's license. Incumbents must be insurable by the liability carrier for the Madera County Workforce Investment Corporation.

WORKING CONDITIONS:

ENVIRONMENT:

Office and/or public environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.