

FOLSOM CORDOVA COMMUNITY PARTNERSHIP

Refugee Career Specialist Position Description

Folsom Cordova Community Partnership: The Folsom Cordova Community Partnership (FCCP) is dedicated to enhancing the education, health and well-being of the children, youth, and adults of our community.

Position Summary: **Refugee Career Specialist** is responsible for providing career counseling, case management, vocational training/education support, and wraparound resource referrals to community residents on their path to self-sufficiency.

Reports To: Job Center Manager

Hours: Non- exempt, Full-time (up to 40 hours per week)

Compensation: Compensation will be determined based on experience and education

SPECIFIC DUTIES OR RESPONSIBILITIES: Include, but are not limited to the following:

- Effectively use computer software and general applications to support education and work development functions.
- Maintain updated knowledge of current labor market and labor market trends, growing industries, emerging occupations, etc.
- Maintain accurate and timely case files and records.
- Assist participants with applications for financial assistance, scholarships, employment applications, etc.
- Assist participants in determining and accessing appropriate services.
- Provide ongoing assistance to participants with additional needs including but not limited to: Barriers to employment, older workers, limited English speakers, single parents, CALWORKS recipients, emancipating youth, ex-offenders, unemployed and underemployed, etc.
- Provide advocacy to participants on their way to self-sufficiency.
- Refer selected applicants to interviews with prospective employers according to policies and procedures set by employer.
- Review participant applications/resumes to match qualifications with employment specifications.
- Maintain updated knowledge of programmatic requirements and community resources.
- Facilitate group meetings, orientations and job readiness workshops.
- Assist participants in using resume preparation software.
- Assist participants in using internet job search tools and automated job match systems.
- Conduct assessment and evaluation of participants.

Employee Initials _____

FOLSOM CORDOVA COMMUNITY PARTNERSHIP

Refugee Career Specialist Position Description

- Administer and review the results of educational, vocational and employment-related tests designed to identify skills, aptitudes, and interests of eligible participants.
- Determine eligibility for training services; prepare MIS documents, case notes, other reports and correspondence as required.
- Assess participants' education and employment goals and evaluate them in relation to the customer's current transferable or potential skills and their relevance to local labor market conditions.
- Evaluate participant's personal background, work history, employment skills, knowledge, abilities, education and competency levels and develop a mutually agreed upon education and employment development plan.
- Assess the participant's need for supportive, social and financial services and refer to appropriate resources as needed.
- Assist participant in accessing these services and identify additional community resources as appropriate.
- Maintain regular ongoing contact with participants throughout the program and follow up period until goals have been accomplished.
- Enter CalJobs information and review CalJobs data for completeness and accuracy.
- Follow procedures for the issuance of training scholarships, SCRIP, and support services and enter data into CalJobs as required.
- Seek professional training opportunities when areas of deficiency are identified.
- Review participant, instructor, and employer comments on an ongoing basis, make recommendations/ offer suggestions and brainstorm ways to implement needed changes with staff and volunteers.
- Develop networks and referral relationships among service providers and business partners.
- Establish and maintain cooperative and professional working relationships with partnership staff and volunteers, partners, clients and the general public.
- Strive to meet and exceed monthly and annual program goals.
- Support all aspects of overall agency resource development plans and functions.
- Attend and participate in community meetings and initiatives as assigned.
- Follow systems and procedures for program participants and program evaluations.
- Collect program data, reports and evaluations and track outcomes for Grant Reports.
- Attend supervision and team meetings.
- Participate in agency staff meetings, organizational planning and other agency related functions.
- Support all aspects of overall agency resource development plans and functions.
- Maintain positive working relationships with other departments, deal with conflict in a positive and effective manner.

Employee Initials _____

FOLSOM CORDOVA COMMUNITY PARTNERSHIP

Refugee Career Specialist Position Description

- Embrace and incorporate the organization's mission, vision, core values and service delivery philosophies in all work capacities.
- Other duties as assigned.

Minimum Qualifications:

- Must be at least 18 years of age.
- Must be able to legally work in the United States.
- Must possess a valid Driver's License.
- Have access to an automobile in good working order and minimum level auto insurance specified by CA law.
- Have reliable transportation to and from assigned worksites.
- Have the ability to travel offsite as needed.
- Must be able to pass a DMV record check and DOJ & FBI criminal background check.

Education and Experience:

- Associates degree or two years of experience in employment or social services.
- One year case management experience, familiarity with CalJobs preferred.
- Bilingual in at least one in demand Refugee language based on recent arrival data.

Knowledge, Skills and Abilities:

- Ability to develop and execute specific goals.
- Ability to speak another in demand Refugee language.
- Ability to maintain a professional and confidential work environment.
- Exceptional organization skills and attention to detail with the ability to manage a multitude of tasks simultaneously.
- Ability to handle adversity and crisis in an effective manner.
- Ability to work with individuals of varying intellectual and behavioral capacity.
- Ability to analyze information and evaluate different results to choose the best solution and solve problems.
- Ability to be extremely flexible and prioritize tasks effectively.
- Self-motivated with the ability to perform effectively as a member of a team and/or with minimal supervision.
- Ability to relate effectively to individuals who may not share basic commonality, including value systems and behavior norms.
- Computer competency to perform the essential functions of the position efficiently.
- Computer proficient with Windows based systems, Microsoft Office, Excel, Word, PowerPoint, Internet, and Internet searches.
- Excellent written and oral communication skills, including public speaking.

Employee Initials _____

FOLSOM CORDOVA COMMUNITY PARTNERSHIP

Refugee Career Specialist Position Description

- Ability to effectively communicate [in the English language] information and ideas so others will understand you by telephone, in written form, e-mail, and/or in person.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Ability to establish and maintain personal and programmatic boundaries with others.
- The ability to work a varied schedule including evenings, weekends and holidays as required for mission fulfillment.

Physical/Emotional:

- Must be able to report to work on a regular and reliable basis
- Read, comprehend, write, reason and analyze (6-8 hours/day)
- Communicate orally (3-6 hours/day)
- Bend, squat, climb, kneel, reach, push, pull, lift (1-3 hours/day)
- Must be able to lift and carry up to 25 pounds (1-3 hours/day)
- Must be able to lift and carry 25-50 pounds (0-1 hour/day)

ACKNOWLEDGEMENT

I hereby certify that I am capable of performing the above listed job duties with or without reasonable accommodations. I further understand that my job performance and performance evaluations will be based on the following standards and that I have had ample opportunity to ask questions and receive verbal clarification for any areas of which I was unclear.

Employee Signature

Date

Supervisor's Signature

Date