

Job Posting

Job title: Career Development Specialist

Location: Pala, CA

Application Deadline: Open until filled

Compensation: Minimum of $23.50/hour. DOE.

Benefits: ***Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match***

Status: Full Time/Regular position

WE ARE AN ORGANIZATION THAT VALUES IN-PERSON COLLABORATION AND INTERACTION, SO WE DO NOT OFFER ANY REMOTE POSITIONS.

Job Summary

This individual works out of the Pala TANF office, serving Native American families in the surrounding areas. Provides TANF participants support and services which will reduce and/or remove barriers to employment and enable them to pursue training and education which will: (1) lead to employment and self-sufficiency and (2) increase their employability skills which will enable them to become more competitive in the employment arena. Provides individual career guidance through assessment of participant interests, aptitudes, abilities, and personality characteristics for career planning purposes. Locates and develops job openings for placement of eligible participants in employment in the public and private sector, and assists participants in securing and maintaining those positions. The CDS will empower and motivate individuals to gain sustainable employment by creating a plan, fostering accountability, building partnerships and coordinating/monitoring training and employment activities, as well as coach and counsel participants to prepare them for the work world.

Essential Functions

1. Provide individual career guidance through assessment of participant interests, aptitudes, abilities, and personality characteristics for vocational planning purposes.

2. Contact prospective employers to ascertain their needs and explain services available through the Tribal TANF Program, receive job placement opportunities from them, and develop, negotiate, and monitor participant employment with the public and private sectors.

3. Develop job leads by contacting employers in target industries; responding to job postings and ads; and conducting internet searches.

4. Utilize community partnerships to assist TANF recipients in obtaining employment which leads to career advancement and case closure.

5. Conduct Intake interviews with participants to assess participant employment / training status, provide program information and requirements, develop initial Career Plans, provide and explain all appropriate forms and documentation.

6. Meet regularly with participants to develop and update Career Plans and Training Schedules, as well as monitor participant progress through case management and documentation.

7. Meet with participants to provide Career Planning and Career Pathway coaching, including assisting with researching occupation market data, such as current and future opportunities, salaries, training requirements for entry into chosen field, as well and assisting with training and college facility research.

8. Assist participants in resume and cover letter development, self-evaluation/skill assessments, and utilizing internet job search engines.

9. Conducting mock interviews and providing interview training to assist individuals toward job search success.

10. Schedule appointments and interviews in an effort to place participants in public and private sector jobs, and conduct follow-up. Transport participants to job interviews if necessary.

11. Process Monthly Eligibility Reports to verify employment and/or training activities and compliance with required work participation hours.

12. Maintain strict confidentiality of all facts of programs and client records.

13. Update and maintain participants' physical and digital files and correspondence; monitor and record progress and hours worked through weekly contact, maintaining accurate and detailed records, producing periodic reports on activities and maintain a filing system.

14. Act as liaison/coordinator of activities between TANF and other agencies.

15. Assist students in GED testing preparation and process, as well as employment development planning.

16. Provide regular support to participants' who have obtained employment to foster support of job success and retention.

17. Conduct workshops such as (but not limited to): Resume and Cover Letter Writing, Interviewing and Job Search Strategies.

18. Prepare On-the-Job Training and Work Experience contracts.

19. Process monthly Child Care Assistance requests.

20. Process Adult Supplements, Transportation and Bus Pass Requests to ensure participants without vehicles maintain reliable transportation for school/training. Process Supplemental Service requests to provide participants' with needed clothing, tools, equipment, supplies, etc., monitor receipt due dates and process receipts when received.

21. Assist participants with the process of enrollment into Vocational Training/College and completing the Tribal TANF Vocational Training Application. Assist with Financial Aid related questions and applications as well as help with seeking out grants, scholarships or services through other sources.

22. Attend Tribal and other special events for outreach and/or networking.

23. Provide individuals with assistance in process of enrollment into Vocational Training / College and assist with Financial Aid related questions and applications.

24. Utilize Excel spreadsheets to maintain and update case load and participant status information to be used for tracking progress and in Monthly Progress Update meetings.

25. Maintain data entry requirements into proprietary database system by following data program techniques and procedures, including verifying entered data by reviewing, correcting, deleting, or reentering data; combining data from multiple systems.

26. Pick up and deliver participants (including adults and children) to and from various locations, including rural/urban areas and reservations, for trainings, appointments and special activities.

27. Other projects and responsibilities may be added at the company's discretion, such as participation in off-site Job Fairs, Career Fairs, Graduation events, etc.

Job Requirements and Qualifications

Education: Minimum High School Diploma and at least three (3) years work experience in a Career Development position (preferred).

Or, Associate's Degree and higher education with two (2) years work experience in a Career Development position.

Experience:

- Experience identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills, especially in preparation for obtaining suitable employment.
- Experience handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Experience working with individuals that are struggling with life challenges.

Certificates & Licenses: Valid California Driver's License with driving record acceptable to SCTCA's insurance.

Knowledge & Skill Requirements: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms/flyers, and other office procedures. Computer literate with the ability to operate a PC and MS Office software such as, Word, Excel, PowerPoint, and Publisher. Proficient in using virtual meeting platforms such as, Zoom, GoToMeeting, etc. Knowledge of Indian history, culture and politics a plus.

Physical: Typically requires sitting for extended periods of time. Lifts and moves objects on occasion weighing up to 25 pounds. Primarily an indoor office environment.

Conditions of Employment: Candidates are required to successfully complete required background check, including Live Scan and drug screening.

Other Information

In addition to the essential duties listed above the Career Development Specialist is expected to:

1. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
2. Consistently report to work on time prepared to perform the duties of the position.
3. Possess excellent oral and written communication skills.
4. Communicate regularly with supervisor about department issues.
5. Demonstrate the ability to handle difficult situations with respect and courtesy.
6. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
7. Be flexible for periodic after-hours and weekends. Scheduled travel (outside of the SCTCA service area or in a different county) will be required depending on workload, workshops, trainings, etc.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritizes workload daily.
10. Maintain heavy paperwork and processing in a fast-paced work environment.
11. Work independently and as a team to meet timelines.
12. Be thoroughly knowledgeable of all TANF guidelines at all times.
13. Make sound rational decisions and recommendations without bias.
14. Participate in various departmental meetings and/or committees.
15. Assist with temporary training of TANF staff.
16. Travel between office sites may be requested to assist with training support/office coverage or as needed.
17. Encourage and build mutual trust, respect, and cooperation among team members.
18. Develop and maintain constructive and cooperative working relationships of trust, confidence, and good rapport with staff, administration, and program participants.

19. Other projects and responsibilities may be added at the manager's discretion, such as participation in Social Work conferences, Health Fairs, Career Fairs, Graduation events, etc.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 26 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at http://sctca.applicantpro.com/

A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. *Office subject to closures.

B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at www.sctca.net, under the "Careers" link.

Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

Note: These emails could possibly go to the spam folder, so please check there as well.

SCTCA IS AN "AT-WILL" EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.