



## **Job Posting**

**Job title:** Career Development Specialist

**Location:** Pala, CA

**Application Deadline:** Open until filled

**Compensation:** Minimum of \$17/hour. DOE

**Status:** Full Time/Regular position

## **Job Summary**

This individual works out of the Pala Tribal TANF office in North San Diego County, serving Indian families in the surrounding areas. 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 fulltime 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 training and employment activities.

## **Essential Functions**

1. Provide individual vocational 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 orders from them, and develop, negotiate, and monitor participant employment with the public and private sectors.
3. 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.

4. Meet regularly with participants to update Career Plans and Schedules and to address non-compliance with program requirements as needed.
5. 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 as assisting with training and college facility research.
6. Assist participants in preparation of resumes, cover letters and job search techniques, as well as conducting mock interviews and providing interview training to assist individuals toward job search success.
7. 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.
8. Process Monthly Eligibility, Childcare, and Mileage Reports to verify employment and/or training activities and compliance with required work participation hours, as well as to approve/deny mileage reimbursement and childcare payment requests and send modification letters as necessary.
9. Maintain strict confidentiality of all facts of programs and client records in compliance with HIPAA laws and ensuring accuracy.
10. Update and maintain participants' physical and digital files and correspondence; monitor and record progress and actual hours worked through weekly contact, maintaining accurate and detailed records, producing periodic reports on activities and maintain a filing system consistent with generally accepted practices.
11. Act as liaison/coordinator of activities between TANF and other agencies.
12. Provide regular support to participants' who have obtained employment to foster support of job success and retention.
13. Conduct workshops such as (but not limited to): Resume and Cover Letter Writing, Interviewing and Job Search Strategies.
14. Prepare "On-the-Job" training contracts and Work Experience.
15. Process Monthly 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.
16. Assist participants with completing Tribal TANF Vocational Training Application and with seeking out grants, scholarships or services through other sources.
17. Provide individuals with assistance in process of enrollment into Vocational Training / College and assist with Financial Aid related questions.
18. 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.

19. 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 when information is incomplete.
20. 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 & Experience:* Minimum High School Diploma and three (3) years work experience in a social services position.

Or, Associate's degree with two (2) year work experience in a social services position.

Bachelor's Degree from an accredited University in Education, Administration, Social Work or related field preferred.

- 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, and other office procedures. Professional verbal and written communication skills. Proficient with the operation of desktop computers, MS Office software, and extensive data entry experience. Ability to develop constructive and cooperative working relationships with others, and maintain them over time. Proven ability to encourage and build mutual trust, respect, and cooperation among team members. Able to develop and maintain a relationship of trust, confidence, and good rapport with staff, administration, and program participants. 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 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. Flexible schedule (occasional after-hours and weekends) and travel may be required depending on workload, workshops, etc.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritizes workload daily.
10. Be able to maintain heavy paperwork and processing in a fast-paced work environment.
11. Enjoy working independently and 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/office coverage.
17. Develop constructive and cooperative working relationships with others, and maintain them over time.
18. Encourage and build mutual trust, respect, and cooperation among team members.
19. Develop and maintain a relationship of trust, confidence, and good rapport with staff, administration, and program participants.
20. 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 19 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 36146 Pala Temecula 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](http://www.sctca.net), under the “About SCTCA” link.

### **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.**