



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834

(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Workforce Development Coordinator II (Open) **CLOSING DATE:** Open Until Filled
WORKSITE: CIMC Chicago Based Operations 4851A North Milwaukee Avenue Chicago, Illinois 60630 **STARTING PAY:** \$22.60 - \$23.75 per hour DOE
CONTACT PERSON: Jovelle Schuyler Human Resource Manager

RESPONSIBILITIES: The Workforce Development Coordinator II shall be responsible for providing direct integrated program services to program clients including intake, eligibility determination, assessment, counseling, appropriate program placement, monitoring, labor market information, work readiness, and job development. Shall be responsible for the orientation of clients, supervisors, and worksites. Shall identify and develop worksites, complete and/or negotiate agreements and/or contracts to provide effective training opportunities for program clients. Document all services including case management and the development of individual service plans utilizing CIMC's Centralized Records Management System. Responsible for meeting annual service area enrollment schedule and performance measures.

REQUIREMENTS: Two (2) years employment development work experience preferably with an Employment and Training Program demonstrating the knowledge and abilities; or an A.A. degree with major work in Human Services or related field. Qualified work experience may be substituted for the educational requirements on a year-for-year basis. A valid driver license, good driving record, own transportation, and adequate insurance.

KNOWLEDGE OF: Federal employment and training programs; eligibility requirements, allowable activities, and program services available; case management and counseling techniques on a one-to-one or group basis; interviewing methods and techniques; Microsoft Office programs; basic techniques of electronic recordkeeping.

ABILITY TO: Analyze and interpret federal regulations, program policies, and procedures; obtain information from clients concerning employment related abilities and needs; use sound and accurate judgement and problem sensitivity in assessment of client needs; relate and establish a working rapport with the Native American community, public agencies and private employers; effectively develop training opportunities; present information effectively to management, clients, business community, and the public; organize and maintain records, including electronic records and prepare reports; operate standard office equipment including computer equipment and office software programs including, word processing, spreadsheet, database programs and paperless client records management system; ability to travel on a regular basis.

OTHER QUALIFICATIONS: Strong verbal and written communication skills. Interpersonal, analytical, and organizational skills and attention to detail.

GENERAL INFORMATION:

CIMC Applications are available at www.cimcinc.org. CIMC offers a competitive benefits package.

Attention to: Jovelle Schuyler, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC Application must be completed and submitted to any CIMC Office or emailed to receipt@cimcinc.com for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws. In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment. Successful completion of a criminal history background check will be required of the candidate selected for this position.