



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: Sacramento Youth Coordinator
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

STARTING PAY: \$22.60 - \$23.75 per hour
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Sacramento Youth Development Coordinator shall be responsible for coordinating program activities within the local area to ensure effective delivery of services and compliance with rules and regulations of the CIMC SETA Youth Services program. Shall provide direct integrated program services to youth clients including intake, eligibility determination, assessment, career pathways information, appropriate program placement, case management, counseling, referral, and follow-up. Shall coordinate and collaborate with community partners. Shall be responsible for case management and the development of individual service plans. Shall identify schools and develop worksites, complete and/or negotiate agreements and/or contracts to provide effective training opportunities for youth clients. Responsible for meeting designated 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 Associates degree with major work in Human Services or related field.

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; 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 locally on a regular basis.

OTHER QUALIFICATIONS: A valid California driver license, good driving record, and adequate insurance.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Attention to: M. Ligaya Hattari, 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 recept@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.