



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 III (Open) **CLOSING DATE:** Open Until Filled
WORKSITE: CIMC Ukiah Field Office **STARTING PAY:** \$24.95 – \$26.21 per hour
2550 North State Street, Ste 3 **DOE**
Ukiah, CA 95482 **CONTACT PERSON:** Elizabeth Fernandez
Administrative Support Assistant

RESPONSIBILITIES: The Workforce Development Coordinator III shall be responsible for supervising the field office personnel and shall oversee and monitor the integrated service delivery process throughout the CIMC Ukiah Field Office. Shall provide 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. Shall be responsible for case management and the development of individual service plans. Shall document all services utilizing CIMC's Centralized Records Management System. Responsible for meeting annual service area enrollment and performance measures.

REQUIREMENTS: Two (2) years employment development work experience preferably with an Employment and Training Program demonstrating the knowledge and abilities; and an A.A. degree with major work in Human Services or related field; a valid California driver license, own transportation, good driving record, and adequate insurance.

KNOWLEDGE OF: Federal employment and training programs; knowledge of 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; supervise and direct employees; 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, tribal representatives, 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; and travel on a regular basis.

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

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

Submit applications to: Elizabeth Fernandez, Administrative Support Assistant
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and submitted to any CIMC Office in order to be considered, until the 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.