



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 CLOSING DATE: Open Until Filled
(Open)

WORKSITE: CIMC Ukiah Field Office STARTING SALARY: \$853.20 - \$888.00 weekly
631 South Orchard Avenue DOE
Ukiah, CA 95482 CONTACT PERSON: Diana Alvarez
Human Resource Manager

RESPONSIBILITIES: The Workforce Development Coordinator III shall be responsible for supervising the field office staff and shall oversee and monitor the integrated service delivery process throughout the CIMC Ukiah Field Office service area. 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. 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; and an A.A. degree with major work in Human Services or related field; and a valid driver license, good driving record, own automobile and adequate insurance. Qualified work experience may be substituted for the educational requirements on a year for year basis.

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; and basic computer operations.

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; relate and establish a working rapport with the Native American community, public agencies and private employers; effectively develop training opportunities; ability to present information effectively to management, clients, business community, and public; organize, maintain records and prepare reports; operate computer equipment; and travel on a regular basis.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org
Submit applications to: Diana Alvarez, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and received by CIMC in order to be considered. 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.