



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EMPLOYMENT SERVICES ADVISOR	CLASSIFIED CATEGORICAL PROGRAM	GRADE: O MONTHS:
BOARD POLICY REFERENCE: 2008/2009 Classification Review		Board Approved: 08/11/09

**JOB DESCRIPTION:**

Under direction, coordinate, plan, and direct daily activities of the CalWORKs employment services program. Provide intensive job development, job placement, and support services to TANF (Temporary Assistance for Needy Families, a federal welfare-to-work program) students; coordinate case management with interdepartmental and interagency staff; provide advice and counsel to students; act as an advocate and employment coach; coordinate a wage-subsidy program providing on and off campus placements; develop procedures; evaluate program effectiveness; implement the employment services program in accordance with Federal, State and local policies; and perform related work as required.

**SCOPE:**

The Employment Services Advisor coordinates a wide range of district activities designed to provide a comprehensive system of employment services to assist TANF students to enter the workforce, improve career options and achieve family self-sufficiency.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Research occupations and industries in demand in the local labor market; monitor employment opportunities; establish relationships with area-wide business and industry; work with employers to identify career ladder information. Establish and maintain temporary, full and part-time, and graduate employer bank for student career opportunities.
2. Identify and secure job openings which match the training and career goals of students; match job requirements with individual students to create successful job placements; assist students in moving from minimum wage jobs to self-sufficiency.
3. Develop and implement marketing and outreach strategies and materials to publicize the wage subsidy program.
4. Assess student needs; discuss job goals and work history and evaluate job readiness; explore career ladder options; identify potential barriers to employment; work in cooperation with college, community and county staff when TANF students have significant employment barriers; guide students in accessing legal services as needed; refer qualified CalWORKs applicants to employers for consideration; develop career positions for CalWORKs Program completing students.
5. Provide individual and group training to students in topic areas of interest such as job search techniques, resume & cover letter development, strength assessment, networking, interviewing preparation, appropriate workplace communication and problem-solving skills.
6. Serve as advocate and liaison for students; inform students about their rights and responsibilities; serve in a consulting role to students, college, community, county staff, employers and others in addressing and resolving problems.
7. Participate on case management team to support student success in achieving educational and career goals. Provide direct referrals to county welfare department, outside agencies and college resources to assist students in the successful completion of their educational and employment goals.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

8. Monitor and record student progress; maintain case notes, employment and wage data, etc. to meet state, federal, county and community college requirements; complete a variety of forms; inform county case managers of all updates and changes; prepare reports.
9. Initiate and monitor agreements with on and off campus employers participating in the wage-subsidy program; monitor student eligibility; assure that required paperwork is completed.
10. Participates in the preparation of State and County CalWORKs program reports. Assist in developing program procedures and evaluating program effectiveness.
11. Speak before groups and serve as a resource person at conferences and other meetings, as required.
12. Interpret, analyze, clarify and implement complex federal, state, county and college regulations for staff, students, community partners and employers.
13. Assess program needs to develop and implement program policy and activities; coordinate collaborative projects in conjunction with local agencies and other college departments.
14. Maintain case information in database; maintain key data elements to provide program accountability.
15. Contribute to department web page, newsletter, and other printed materials.
16. Monitor fiscal projections for the wage-subsidy program to ensure that expenses align with the budget.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Work independently with minimum supervision; communicate clearly and accurately both verbally and in writing; monitor, track and compile statistical information; understand, implement and explain complicated regulations and procedures; train and direct the work of others; obtain the respect and confidence of applicants; plan and give presentations to individuals and groups; maintain cooperative working relationships; work under pressure to meet deadlines; assess student needs and secure appropriate job placements in positions directly related to students' educational and career goals; demonstrate sensitivity to, and respect for, a diverse population. Bilingual (English/Spanish) abilities are preferred.

**KNOWLEDGE OF:**

Community college policies and procedures, programs and services; job development and placement strategies; labor market information; employer support strategies; job coaching techniques; interviewing techniques; community-based organizations and resources; student needs assessment tools; and referral to a network of college and community resources; case management techniques; and data management.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EMPLOYMENT STANDARDS (Continued)**

*Education:*

A Bachelor's degree in psychology or a related social sciences field.

*Experience:*

Experience working in a college or social services setting as a job placement specialist. Experience with diverse populations and managing a caseload of clients. Computer proficiency in word processing. Experience working with the targeted population is preferred.

**SPECIAL REQUIREMENT:**

Use of personal vehicle is required frequently. Must possess a valid driver's license and proof of insurance.