

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: AJCC Operations Specialist

Location: This position will be based at the Job Market 409 K St, Eureka, CA. We will not be considering people who wish to work remotely.

Hours: Full time, Non-Exempt, year-round position.

Wage: \$22.00- \$24.00/hour; depending on experience

Project Name: **HWC Adult Services (L4749)**

Supervisor: Executive Director of Initiatives

Reporting to the Executive Director of Initiatives, this position is responsible for overseeing day-to-day operations and the team providing client support and services for the WIOA Adult/Dislocated Worker program, the WIOA Youth programs and the Rapid Response/Layoff Diversion programs. This position is based at Humboldt County's America's Job Center of California (AJCC), our area's one-stop shop for workforce services, which provides a comprehensive range of no-cost employment and training services for employers and job seekers.

Essential Functions of the Job:

- Oversight of Day-to-Day Operations, including:
 - Primary point of contact for clients/general public
 - Assure staffing available to cover caseload demands and front office traffic
 - Solicit and respond to customer feedback
 - Assist HWC management in the development and documentation of work processes
 - Maintain the HWC Career Advisor Resource Folders on the google drive
 - Provide Worker Training
 - Review all new WIOA cases and conduct random ongoing case reviews
 - Review cases at exit

- Community/Partner Relations and System Development, including:
 - Establish and maintain key relationships with area agencies
 - Promote creative and innovative methods in the delivery of services
 - Promote workforce programs within the community
 - Coordinate the development and implementation of a formal referral process
 - Ensure AJCC partners are providing services as outlined in their MOU
 - Act as backup for the monthly AJCC Partner Meeting
 - Represent the AJCC system at relevant meetings
 - Facilitate workshops

- Employer Connections
 - Establish, retain and support relationships with networks and employers
 - Increase the number of local employers utilizing the full range of workforce development support programming

- Perform other related duties as assigned.

Minimum Qualifications: Must possess an Associate of Arts degree or equivalent in human services, sociology, psychology, social work, education, guidance, counseling, or a closely related field.

Preferred Job Requirements: Preferred qualifications include a Bachelor of Arts degree in human services, sociology, psychology, social work, education, guidance, counseling or closely related field.

Knowledge, Skills and Abilities: Must possess the ability to establish strong professional relationships with employers, clients, and culturally diverse adult and youth populations; to function in a highly energetic environment and possess strong computer skills. Must possess the ability to work with clients to teach and develop life skills, such as money management, workplace skills, prepare clients for job interviews, and develop job placements. Must be well informed about various rules and regulations pertaining to the WIOA program, and related support programs available to qualifying participants. Excellent oral and written communication, interpersonal, and organizational skills are required. Travel is required to successfully perform the duties of the position. Individuals must possess a valid California driver's license.

Physical Demand and Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance and stoop, kneel, crouch or

crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Procedure: Qualified applicants should submit the following via email to kss8@humboldt.edu

1. Cover Letter
2. Résumé
3. Three professional reference contacts (phone and email)
4. [SPF Self-Identification Form for Job Applicants https://powerforms.docusign.net/8b66577f-ec4d-4383-bf26-8fbfe1b7d4c6?env=na3&acct=426c5ce4-817b-417a-a4f8-5b9e24a71e0f&accountId=426c5ce4-817b-417a-a4f8-5b9e24a71e0f](https://powerforms.docusign.net/8b66577f-ec4d-4383-bf26-8fbfe1b7d4c6?env=na3&acct=426c5ce4-817b-417a-a4f8-5b9e24a71e0f&accountId=426c5ce4-817b-417a-a4f8-5b9e24a71e0f)

If you have any questions regarding this position, contact Kate Shea 707-267-8969 or kss8@humboldt.edu.

Application review date: Friday August 25, 2023; open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status.

More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found here: <https://research.humboldt.edu/employment/hiring>

For assistance with the application process, please submit an Accommodation Request Form, which can be found here(<https://forms.humboldt.edu/spf-accomodation-request-form>) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.