

Cal Poly Humboldt, Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Career Development Specialist

Location: This position will be based at the Job Market 409 K St, Eureka, CA

Hours: Full time, Non-Exempt, 12-month position.

Wage: \$20.00- \$24.00/hour; depending on experience

Project Name: ADV Initiatives Research Trust (T8093)

Supervisor: Executive Director of Initiatives

Reporting to the Executive Director of Initiatives, this position is responsible for client support/services for the WIOA Adult/Dislocated Worker program, the WIOA Youth programs and the Rapid Response/Layoff Diversion programs.

Essential Functions of the Job:

- Responsible for administering the Workforce Innovation and Opportunity Act (WIOA) program
- Work collaboratively with area agencies to assist clients to access various services
- Create and implement a realistic Individual Employment Plan (IEP) to address employability planning and/or completion of education/training, support services and identify available resources
- Provide intensive file and case management assisting participants in overcoming barriers that inhibit success in education, employment or training and entry into the client database
- Serve as an advocate for participants as needed
- Cross-train in other federal programs for which participants may qualify.
- Work in collaboration with partner agencies and educational institutions to achieve the goals stated on the participant IEP
- Coordinate activities with other One Stop staff members who provide related services.
- Conduct employer outreach for On-the-job training and work experience sites.
- Conduct life skills, vocational, occupational and employment counseling, with groups and individuals
- Schedule and conduct workshops including Work Readiness and various re-employment services workshops (e.g. resume and cover letter writing, interviewing skills, coping with job loss/crisis management, job search techniques, keeping your job, etc.)
- 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 closely related field is required.

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. Individual 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 Instructions: 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. [HSU SPF Self-Identification Form for Job Applicants](#)

If you have any questions regarding this position contact Kate Shea at kss8@humboldt.edu

Application review date starts: Monday, February 21, 2022; open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be found [here](#) 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 HSU Human Resources website at <http://www.humboldt.edu/hsuhr>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.