

# YOLO COUNTY CHILDREN'S ALLIANCE & CHILD ABUSE PREVENTION COUNCIL

www.yolokids.org



## **JOB ANNOUNCEMENT: WIOA Program Coordinator**

**Salary: Full-Time \$36,000 - \$42,000 annual salary with competitive benefits package**

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### **SUMMARY**

Under the guidance of the Program Director, the WIOA Program Coordinator implements the WIOA Program in for youth in Davis, West Sacramento, and Clarksburg. Workforce Innovation & Opportunity Act (WIOA) - WIOA is designed to help In School (IS) and Out of School (OS) Youth access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need. It is intended to provide a rich array of age-appropriate services that target youth ages 14-24 that face multiple barriers to successful education and employment. The program serves students currently enrolled in school and youth who are not engaged in education and are interested in furthering their education and preparing for the workforce.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Recruit, enroll, assess, case manage, job coach and worksite develop WIOA Participants in WIOA Program.
  - Recruit – Outreach and Recruit qualified youth into WIOA program. Recruit by articles in local papers and organizations announcements, flyers, presentations in classrooms and at organized events, announcements at agency meetings and word of mouth.
  - Enroll – Explain WIOA program, services and expectations, collect and maintain applicants eligibility documents and complete Intake Process and Eligibility. Coordinate with HHSA.
  - Assess – Administer and Grade CASAS (Academic Assessment Test) for all required Youth.
  - Case Manage – Regular weekly contact/conversation with active WIOA Participants and monthly contact with follow-up WIOA Participants. Support WIOA Participants to be successful at their Work Experience site including job descriptions, established work schedules, work attire, transportation, etc. Support WIOA Participant in meeting education and/or employment goals. Actively problem solve work-site or educational concerns. Consider and connect Participants to partners and other support services, providing support for successful engagement.
  - Job Coach – Support and train Participants in resumes, reference pages, job applications. Provide regular support on job site performance, interview techniques, in-depth job search skills and techniques.
  - Work-site Development – Outreach to non-profit and for-profit businesses throughout Yolo County to develop work experience opportunities.

- Connect WIOA Participants and support them in using needed resources including but not limited to tutoring, health insurance, counseling, childcare, food, housing, financial aid, skill specific training, mentors, leadership development opportunities, etc.
- Support WIOA Participant students with post secondary education options: campus tours, orientations, academic counseling appointments, financial aid, scholarships. Connect with on campus resources including EOPS, TRIO, etc.
- Maintain case file for all WIOA Participants. Maintain case notes, contact dates, activity logs and all WIOA participant and work experience forms and documents.
- Establish and maintain professional working relationships with WIOA program partners, WIOA participants, YCCA staff, and other YCCA program partners.
- Complete all required forms and other paperwork. Track and collect data on day to day work. Participate in reporting process including providing pertinent input and access to data as needed.

### **ESSENTIAL QUALIFICATIONS**

- Exemplary interpersonal skills and ability to work cooperatively and in a supportive manner within an interdisciplinary team, and culturally diverse populations
- Strong and effective verbal and written communication skills to multi-lingual and multi-level audiences, for example direct service staff, management staff, board members, customers/clients, other community-based organizations and agencies, local businesses
- Exemplary customer service skills. Consistently demonstrate professionalism, poise, tact, and diplomacy in interactions with others including in confidential or sensitive situations
- Demonstrates good judgment, organization and prioritization skills, and time management skills
- Self-motivated and able to work with interruptions
- Excellent organizational skills with the ability to prioritize assignments
- Knowledgeable about Yolo County, the people, and its community organizations, government agencies, and businesses

- Flexible to organization's needs, including occasional night and weekend work
- Able to travel within the community (e.g. outreach, meetings, etc.)
- Possess valid driver's license, valid vehicle insurance, and dependable automobile
- Must be fingerprinted, background checked, and drug screened
- Sense of humor and community responsibility

### **EDUCATIONAL AND WORK EXPERIENCE REQUIRMENTS:**

- A Bachelor's degree in related field
- One or more years of successful work experience in the same or similar program, including tracking activities and outcomes, and maintaining case files.
- Proficient with Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint. Database experience a plus

### **APPLICATION INFORMATION AND CLOSING DATE:**

**Please send email to [YCCAjobs@gmail.com](mailto:YCCAjobs@gmail.com); "WIOA Program Coordinator" in the subject line**

**Must include all three items: 1) cover letter 2) YCCA Application 3) resume**

**The closing date is 4:00 pm on Friday, December 8th, 2017. All three documents must be received by the closing date to be considered.**

**YCCA Application can be found at: <https://www.yolokids.org/career-opportunities>**

*YCCA is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. Yolo County Children's Alliance is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.*