

# **SBWIB, Inc.**

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

*The SBWIB, Inc. is an equal opportunity employer.*

## **Senior Career Services Specialist - (Youth Programs Manager)**

### **JOB ANNOUNCEMENT**

#### **Summary**

We are looking for an experienced Senior Career Services Specialist (SCSS) to manage, organize and coordinate programs for in- and out-of-school youth and young adults, ages 14-24. The ideal candidate will be an excellent leader and will have experience in managing staff of different disciplines to produce results in a timely manner. Candidate must also be able to develop efficient strategies and tactics as well as provide strategic guidance to teams and project managers. The duties of this position will involve managing our Hawthorne and Inglewood Teen Centers; our YouthBuild location in Lennox; and a variety of actively running programs while endeavoring to develop new programs and activities for youth. Current activities include providing career exploration and guidance, vocational training, work experience, post-secondary opportunities, etc., in order to meet the needs of each individual. The ultimate goal is to ensure that all programs deliver the desirable outcome in compliance with contractual requirements and the organization's expectations.

*This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.*

#### **Salary & Benefits**

This is a full-time position (40 hours/week); wage will commensurate with experience. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

#### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree (preferably a Master's) in Management, Social Sciences, Business, Public Administration or a related field and at least four (5) years of experience working in a supervisory/management capacity in social service and/or job training and development programs; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the assigned job (experience may substitute education on a year-for-year basis). Extensive knowledge of case management is also preferred. Reliable transportation with valid California Driver's License and insurance are required. Must also be able to successfully pass background and reference clearances and follow all safety protocols enforced by the Company and as listed under the below *working conditions*.

#### **Essential Duties and Responsibilities**

- Working under the supervision of the Career Services Operations Manager, the SCSS-Youth Programs Manager will be responsible for the below duties, including but not limited to the following:
- Daily supervision and monitoring of full-time case managers, job developers, and office support team under the direction of the Career Centers Manager.
- Supervise case management team that provides direct service to program participants and are instrumental in coordinating various employment-related projects and events in collaboration with other employment services' team members and other departments;
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards where applicable for the assigned program; interprets and complies with all applicable federal and state regulations.
- Monitors, directs and performs day-to-day operations of the assigned program to ensure that policies and procedures are being followed, that goals and objectives are met, and that services and projects are being accomplished efficiently

and effectively; takes corrective action as necessary and, where subordinates are present, may relieve them of the most difficult, sensitive or controversial projects within the program.

- Teach or assist in developing or providing instruction of employment related classes to adult or youth participants;
- Implement and oversee the job search process, which may include providing knowledge and feedback on job search materials and skills as well as exposing participants to employer contacts, internships, On-the-Job training, subsidized work experience and other short-term training opportunities, as appropriate;
- Oversee and supervised the daily implementation plan to the achievement of monthly, quarterly and annual employment and retention goals of the WIOA and Special Grants (Youth) programs, and all other assigned programs;
- Track participant activities, progress and results using client management, tracking systems and provide regular outcome and evaluation reports to Career Centers Manager.
- Assist in the coordination and facilitation of departmental meetings and event planning efforts;
- Confers with and represents the Youth Programs in meetings with community groups and other organizations and fosters collaborative working relationships to the benefit of the program.
- Conduct research on best practices in career development models and labor market trends to ensure curriculum and approaches to workforce development are cutting edge;
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepares a variety of written correspondence, reports, procedures, directives and other materials.
- Perform other duties of a similar nature or level as required.

### **Working Conditions**

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. **Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.**

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. **No phone calls please.**

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*