



Job Description

POSITION TITLE: Corps-to-Career Liaison (TEMPORARY) #4091
Greater Valley Conservation Corps (GVCC)
County Operated Schools and Programs (COSP)

SALARY PLACEMENT: Classified Temporary Hourly Salary Schedule
Range 38

SUMMARY OF POSITION:

Under the direction of Greater Valley Conservation Corps Administration, provide education and corps to career employment services to GVCC corpsmembers, incarcerated youth and corpsmembers who are transitioning into a career, post-secondary education/training. Responsibilities include recruitment and eligibility, onboarding, employee mediation, incident reporting, CCC Certification manual, social media and marketing, case management, assessment, tutoring, workshops, event planning and facilitation, curriculum development, work-readiness training, guidance, and job placement assistance, follow up and record-keeping.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or equivalent. Possess an Associate's Degree. May be substituted by experience of a closely related nature. One year of general business training or two years of experience working in a career development, education, or training field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

- Previous experience working with a Conservation Corps.
- Knowledge of writing and evaluating career development curriculum, marketing career development programs, ability to use a laptop computer and the internet; public speaking, above average writing skills, and the ability to facilitate workshops and teach small and large groups career development curriculum.
- Knowledge of industry/education partnerships, employment related agencies, school district programs, and any special projects that relate education and training to employment.
- Previous experience working with youth or young adults as a career developer, career center technician, career coach, or case manager in a career development or educational setting.
- Previous experience working with youth from disadvantaged communities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- demonstrate a high level of professionalism and work ethic to effectively interact with and assist individuals (internal and external) from diverse cultural, socioeconomic, disability, incarceration and ethnic backgrounds
- carry out duties required by grant and maintain client records and confidentiality
- develop rapport with youth and young adults, their parents, the public, and agencies
- work flexible hours, including evenings and weekends as needed
- work closely with a team; effectively communicate with peers and supervisor and contribute to group efforts in order to meet performance measures
- process paperwork, data entry, and corpsmember case notes using correct written and grammar skills

- operate a computer

Possess:

- a valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties at sites throughout GVCC coverage area's (mileage reimbursement allowance provided based on availability of grant funds).

ESSENTIAL FUNCTIONS:

1. Recruit, screen, and enroll eligible youth to join GVCC's Nature Based Solutions Forestry Corps SFPUC, Cal Volunteers, and other GVCC programs when applicable.
2. Provide individual case management to a caseload of up to youth throughout GVCC's Corps to Career programs and coverage areas.
3. Provide mentoring for the purpose of developing each youth's skills and ensuring success in program.
4. Administer and interpret assessment tests to determine and identify aptitude, interest, and basic skills related to short and long-term education and employment goals.
5. Assist each youth with development of an individualized program plan, which identifies education and employment needs. Meet with each corpsmember a minimum of once a month or in a group setting to assist with execution of their Corps-to-Career plan.
6. Set up to three program goals (work readiness, basic skills, and occupational skills) for each corpsmember enrolled. Provide remediation in areas of deficiency. Guide corpsmember towards attainment through individualized instruction and referral to appropriate workshops.
7. Serve as a liaison for all GVCC programs and employment agencies.
8. Refer corpsmembers to appropriate services and track progress.
9. Assist corpsmembers with enrolling in school, post-secondary education and assist in securing meaningful, permanent employment.
10. Assist youth with basic needs in order to be successful in employment and/or education, housing, food, transportation, etc.
11. Develop and present work readiness and education assistance workshops to include employability skills, career preparedness, college skills, Corps-to-Career and life skills.
12. Plan and lead tours and events if applicable.
13. Present at school sites and to community service organizations, for recruitment and job placement opportunities.
14. Maintain accurate records to reflect needs, goals, and current progress for each corpsmember. Utilize online case management system.
15. Develop and execute post-secondary and employment transition plans for each client.
16. Attend weekly team meetings and monthly program meetings.
17. Process GVCC corpsmembers files for exit.
18. Provide follow-up for one year after exit and prepare archive files each quarter.
19. Assist with employee mediation.
20. Assist with employee onboarding.
21. Serve as main point of contact for all social media and marketing.
22. Accurately complete case management reports for program Coordinator as needed.
23. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Enter data into a laptop computer, operate standard office equipment and use a telephone.
2. See and read a computer screen and printed material with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds of waist weight.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors, make home visits, travel to various county sites, and work in direct contact with SJCOE staff, district staff, and the public.

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