

Job Title	ONE STOP CAREER CENTER CASE MANAGER
Employer/ Agency	Contra Costa County
Job Description	<p>The One Stop Career Center Case Managers are a critical part of a team of staff from partner agencies who are involved in workforce development within Contra Costa County. Individuals assigned to these positions, under supervision, will perform program eligibility determination and multi-program employment services case management in a One Stop Career Center/America's Job Center of California (AJCC).</p> <p>Typical duties include conducting group orientations and workshops, providing individual case management and referrals to clients interested in individualized and training services provided through the One Stops/AJCCs, developing work experience and On-the-Job training positions, staffing the Resource Rooms, conducting outreach, representing the center at regional EastBay Works meetings, and performing related work as required.</p> <p>The eligible list established from this examination may remain in effect for six (6) months.</p>
Qualifications	<p>Licensed Required: Possession of a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's License will be accepted during the application process.</p> <p>Education: Completion of 60 semester units or 90 quarter units at an accredited college or university which included at least 12 semester or 18 quarter units in social sciences, behavioral sciences, social welfare, business administration, human resources or a closely related field.</p> <p>Experience: One year of full -time experience or its equivalent in a position with responsibility for employment services, employment program eligibility determination, job development or career advising, preferably Workforce Innovation and Opportunity Act or Welfare-to-Work grant programs.</p> <p>Substitution: Additional-qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years.</p>
Salary/Hours	Monthly Salary Range: \$4,381-\$5,326
Employer/Agency	Contra Costa County
Address	651 Pine Street, 2 Floor
City, State, Zip	Martinez, CA 94553

Application Method	All applicants, including County employees, are to apply on-line at www.cccountv.us/hr , and attach the required information as indicated on the job announcement by the final filing date. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed, or late applications WILL NOT be accepted. To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
Opening Date	TENTATIVE ORAL INTERVIEW: February 17,2017

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

