



## All Peoples Community Center JOB ANNOUNCEMENT

**Date of Announcement:** August 15, 2022  
**Agency:** All Peoples Community Center  
**Job Title:** AJC Career Coach Case Manager  
**Salary Range:** \$19.00 – 21.50 per hour- Full time  
**Closing Date:** Position will remain open until filled  
**Start Date:** Immediately  
**Program:** **WorkSource Program**  
**Send Resume:** [jobs@allpeoplescc.org](mailto:jobs@allpeoplescc.org)

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This position will be work under multiple programs AJC Career Coach will be responsible for the coordination of services and managing relationships to improve employability and the quality of life for participants. Staff will work in collaborations with partners in the AJC South L.A. WorkSource Center.

### **DUTIES AND RESPONSIBILITIES**

- Conduct orientations and outreach for AJC program.
- Responsible for managing the service delivery and support for clients in program
- Develop relationships with Community Based Organizations and local providers to connect clients to services
- Manage the referral process for services
- Interview WIOA referred clients and provide career, aptitude, skill and educational assessments. Facilitate and coach in work readiness skills
- Develop IEP for clients and place clients in employment
- Process WIOA scholarship applications and searches for leverage training funding
- Maintains case files, completes JTA forms, prepares trainings and support service invoicing
- Track client's expenditures, activities, and outcomes
- Conduct workshops in English and Spanish for Resume writing/Interviewing Skills.
- Maintain records of participants and program activities
- Enter data in CAL JOBS system
- Perform additional duties as assigned by the Supervisor

### **QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree and two years related experience in case management in a workforce development setting; or minimum four years of related experience without formal education
- Knowledge of assessment tools, counselling techniques, teaching/facilitation, crisis intervention, and job matching
- **Bi-lingual in English/Spanish required**
- Must be computer literate
- Ability to work Monday through Friday evenings and some Saturdays.
- Experience working with persons of different ethnicity and socio-economic backgrounds
- Valid California driver's license, automobile insurance, and an insurable driving record to be covered under Agency policy.
- Maintain high level of confidentiality
- Maintain accurate and orderly records.

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices  
*in accordance with Federal and State regulations*

**E-mail submission only/No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position.**