ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Workforce Specialist
FLSA: Non-Exempt, Full Time with Benefits
Pay Range or Rate: Commensurate with experience
(FT 100% FTE/40 hrs. per week eligible for benefits)
Division: OCAPICA – Youth Employment Program
Supervisor: Manager
Revised: March 1, 2018

Summary
Under the supervision of the Workforce Program Manager, the WIOA Workforce Specialist will work in OCAPICA’s Workforce Innovation and Opportunity Act (WIOA) Young Adult Program as a member of a team to provide employment services. Services include skills training, career counseling, and academic support. The WIOA Workforce Specialist’s primary responsibilities are to engage and retain program participants within the context of program services, to assist participants who may have barriers to employment, and to help participants in need receive additional assistance to become fully job-ready. The WIOA Program will provide culturally and linguistically competent, family centered, strengths-based, and needs driven models of service, in which enrollees identify their needs, and assist them to find employment to eventually lead a self-sustaining lifestyle.

Essential Functions
Program 75%
- Provide case management to assist youth to eliminate obstacles that may interfere with program participation and employment.
- Conduct initial and in-depth assessments and develop individual service strategy plans.
- Facilitate culturally sensitive workshops to build skills that are beneficial in the workplace.
- Provide referrals to education programs, health and mental health programs, childcare programs, and other services that can assist participants to become job ready.
- Provide follow-up and retention services.
- Evaluate and monitor progress of participants’ job skills, WEX placement, work performance and job opportunities.
- Conduct mid and final work experience evaluations.
- Serve as a liaison between participants and WEX site supervisors.
- Maintain timely and accurate documentation of services in accordance with agency and contractual guidelines for quality assurance.
- Conduct intake, orientation, and program suitability and eligibility sessions.
- Determine and document program eligibility using WIOA rules and guidelines.
- Assist with coordination of employment related events and activities, career fairs, employer advisory committees, career exploration events etc.
- Participate in staff meetings, trainings, workshops and outreach events.
- Perform any other functions as needed by management and agency.

Administration 25%
- Collect and coordinate timesheets of WEX participants
- Assist in distribution of paychecks

Minimum Qualifications - Knowledge, Skills and Abilities Required
- Bachelor’s Degree or equivalent experience
- Ability to work in multidisciplinary team of care including peers, employers, and families.
- Ability to work independently.
- Ability to provide case management services for different levels of care as required by the needs of the client and family members.
- Ability to work with high needs, at-risk transitional age youth.
- Understanding of child and transitional age youth developmental issues.
- Demonstrated knowledge and sensitivity to various cultures and underserved youth and their families.
- Must have excellent networking and communication skills.
- Current and valid California Driver's License, proof of auto insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Verification of employment eligibility, and background clearance required.
- Ability to work evening, overtime, and weekends may be required

Non-Essential Qualifications - Knowledge, Skills and Abilities:
- Familiarity in job/career development, as well as with service providers, employers, and business sectors in the region.
- Bilingual in a language other than English and bicultural desired.
- Demonstrated knowledge and sensitivity to various cultures and underserved youth and their families. Must be comfortable working in a team environment.

**Supervisory Responsibilities:**
This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

**Environmental Conditions (Working Conditions):**
The environment for this position is an office environment (may include shared office space).

**Physical Requirements:**
In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking, driving, and light lifting.

**Mental Requirements:**
The incumbent in this position must be able to accommodate to any/all of the following:
Tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

**Application Process:**
Application deadline: Open until filled.
Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to: John Gutierrez
Email: careers@ocapica.org
FAX: (714) 228.9796
Please ensure that the email subject has the job title: Workforce Specialist
No Phone Calls Please

**Agency Background:**
The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) are dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community.

*Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an Equal Opportunity/Affirmative Action Employer*