



MANAGED CAREER SOLUTIONS

HUMAN CAPITAL | ECONOMIC | WORKFORCE > DEVELOPMENT

Managed Career Solutions, Inc. (MCS) has over 20 years experience providing high quality employment and training and human services to residents of the City and County of Los Angeles. MCS seeks to hire and retain team members who will strive to achieve our vision: to deliver world-class services to our customers; and work within the framework of our mission: to provide quality employment, training, and business services to our community.

Job Description - America's Job Center of California (AJCC) Job Developer/Case Manager

Reporting to the Program Management Team, the Job Developer/Case Manager is charged with developing business partnerships and unsubsidized employment opportunities for program participants. Also, case management of MCS City AJCC (Hollywood WorkSource) and MCS County AJCC (Alhambra and West Covina) WorkSource participants.

Essential Functions: *(duties include, but are not limited to the following)*

The Job Developer/Case Manager will be responsible for conducting employment development and AJCC participant placement activities by identifying employment opportunities through employer outreach, coordination with the Employment Development Department and other City, County, and State agencies. Job Developer/Case Manager will also help facilitate community job fairs. The Job Developer/Case Manager will work closely with AJCC participants and assess participant employment interests, aptitudes, skills, work history and apply appropriate counseling techniques for career guidance and/or training opportunities. On-going thorough case management is expected alongside timely processing supportive service requests. The Job Developer/Case Manager will assist in program metric collection, reporting and management of benchmarks.

Qualifications and Experience:

Minimum two (2) years work experience as a case manager or job developer in a multi-funded agency having supervised or worked under City of LA and/or State and/or Federal contracts. Knowledge of and ability to enter data into CalJobs systems. Excellent working knowledge of WIOA and WorkSource processes and procedures as defined by the City of Los Angeles. Customer service and/or outreach experience preferred. Familiarity with City, State, or Federal Programs supporting Veterans and or Persons with Disabilities.

Minimum Requirements:

- Car, valid Driver's License and insurance.
- Ability to pass employer background check.
- A.A./A.S. from an accredited college/university (relevant work experience may be substituted).

- Minimum two (2) years experience working in local, federal and state-funded grant programs OR equivalent experience with a track record of success.

Additional Non-Mandatory Qualifications:

- B.A./B.S. from an accredited college/university, preferred
- Bilingual/Multilingual linguistic competency, preferred

MCS Benefits and Salary:

MCS offers a competitive salary based on candidate's education, certification, work experience, and history. The position is full-time and after the 90 day probationary period, will provide full medical benefits (health, dental, vision) and retirement benefits. Salary is based on education, certification, work experience, and history. Expected salary range: \$40,000-\$60,000 per year.

If you are interested please send your cover letter and resume/CV to MCS Director of Human Resources, Attn: Martha Amador, info@mcscareergroup.com

MCS is an "Equal Opportunity Employer," and prohibits, in all employment-related practices and decisions, discrimination, harassment or prejudicial treatment against any person based on race, color, religion, national or ethnic origin, gender, pregnancy, childbirth, age, disability, veteran status, or otherwise as provided by federal, state or local law. ***Individuals from historically underrepresented groups, such as Veterans, minorities, women, and persons with disabilities, are strongly encouraged to apply.***