



MANAGED CAREER SOLUTIONS
HUMAN CAPITAL | ECONOMIC | WORKFORCE > DEVELOPMENT

Job Readiness Training (JRT) Adult and (JRY) Youth Facilitator

Position Description:

Job Readiness Training (JRT/Y) Facilitators conduct weekly informational orientations for LA County Department of Public Social Services (DPSS) General Relief Opportunities for Work (GROW) adult and youth participants. The primary focus of the JRT/JRY Facilitators is to teach daily JRT/JRY classes. JRT/JRY Facilitators actively engage and assist participants to complete a 20 hour curriculum which is designed to encourage participants find and retain economic independence through employment. The JRT/JRY curriculum is provided to instructors and includes readings, lessons and classroom exercises. The JRT/JRY Facilitator manages the classroom and ensures appropriate behavior of participants. The JRT/JRY Facilitator also works with MCS Job Developers to create an individualized employment plan for each participant based on participant's goals and interests. MCS is contracted with DPSS to provide GROW services in LA County.

Knowledge, Essential Skills, and Interest:

Outstanding organizational skills

Models positive leadership behavior

Interest in social service and community development

Dedication to supporting program participants gain economic self-sufficiency

Desire to teach adult and youth participants

Strong interpersonal, written, and oral communication skills

Demonstrated record of working cooperatively and flexibly as part of a team

Ability to work independently and without direct supervision

Requirements:

- Associates of Arts Degree

Preference for A.A. in: liberal arts, business administration, social science, political science, economics, human resources, communications or closely related field.

- Experience working in an educational, a non-profit, or workforce development institution.

At-least one year of experience in small group teaching, tutoring or personal or educational instruction OR professional workforce development training or job development services.

Hourly Wage and Benefits:

Hourly wage is commensurate with experience and expected between \$13.00-\$16.00 per hour.

JRT/JRY Facilitators are eligible for excellent medical benefits after 90 days of employment. Benefits

package include: employee designated HMO or PPO health care coverage, vision and dental insurance.

Sick leave and paid vacation are also provided after the first 90 days of employment.

Flexible Work Schedule:

This position is full-time, 40 hours per week. However, flexible scheduling is available and job sharing can be considered for this position.