

MANAGED CAREER SOLUTIONS



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 – Case Manager/Job Developer Location- Pomona, CA

Reporting to the Program Management Team the Case Manager/Job Developer is charged with developing business partners and unsubsidized employment opportunities for MCS sector initiatives and program participants, as well as working with the Leadership to identify new business opportunities.

Essential Functions

Duties include, but are not limited to:

- Development of creative, cost effective solution strategies to leverage and maximize partner, inter-company and inter-agency program resources to provide the greatest return on investment for the funding source and MCS
- Meet or exceed contractual performance goals.
- Participant Case Management
- Development of unsubsidized employment opportunities for enrolled participants
- Management of Supportive Service Requests
- Assists Operations Team to develop monthly reporting for Leadership Team
- Attend COD/WOO Business Services meetings as required
- Develop job training programs within Employers and School in coordination with the Operations Team
- Other duties as assigned by management

Essential Job Requirements

- A minimum of 2 years a case manager / job developer in a multi-program one-stop career center in the City or County of Los Angeles or similar program
- Minimum of 2 years working on a City of Los Angeles Sector Initiative or similar program
- Track record of developing grant-funded program opportunities
- Knowledge of WIA Business Services
- Job placement experience
- Excellent computer and Microsoft Office skills

Minimum Requirements:

- B.A. from an accredited college combined with at least 5 years experience preferably in a grant-funded agency, OR equivalent experience with a track record of success
- Ability to pass a background check
- Car, valid Driver's License and insurance

Personal Requirements:

- Must be a Team Player
- Strong personal mission to achieve excellence and develop positive outcomes for all stakeholders, colleagues, and the corporation.
- “Can Do” Attitude
- Willing and able to “Go that Extra Mile” to help people achieve success

Equal Opportunity Employer/Program

Pomona Valley AJCC, Operated By: Managed Career Solutions, Inc.
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