

## MANAGED CAREER SOLUTIONS



Managed Career Solutions, SPC. (MCS) has over 25 year's 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 – Disabilities Program Navigator**

Reporting to the Program Manager, this position has operating responsibility for meeting and exceeding contractual outcomes for the WIOA and Disability Service programs. MCS is seeking a highly engaged self-starter who has a track record of success, and the determination to what it takes to not only meet but to exceed customer expectations for program excellence and customer service.

#### **Essential Functions**

Duties include, but are not limited to:

- Helping all program managers and operations colleagues meet and exceed contractual performance goals
- Conducting Orientation, Intake and eligibility process
- Case management, including the development of the participant's Individual Employment Plan (IEP)
- Data entry into CalJobs database system
- Generate requests for participant Support Services
- Participant referrals to partner and community services
- Pre and post-employment follow-ups
- Assists Program Manager to develop monthly reporting for Leadership Team
- Other duties as assigned by management

#### **Essential Job Requirements**

- A minimum of three years working in a multi-funded agency having Ventura County and/or state contracts or similar experience
- Knowledge of and ability to enter data into CalJobs or similar data management systems
- Excellent working knowledge of WIOA case management processes and procedures as defined by Ventura County
- A minimum of two years' experience and profound knowledge of Disability Programs and/or similar program
- Ability to inspire, lead and manage staff to meet and exceed customer expectations
- Excellent computer, Data Entry, Internet and Microsoft Office skills

#### **Minimum Requirements:**

- A.A. from an accredited college combined or at least 3 year's experience working in local, federal and state funded grant programs
- Hands-on Case Manager: computer literate in CalJobs
- Not less than 3 years of successful program management or similar experience
- 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

**Salary range: \$52,000-54,000 annually**

**Equal Opportunity Employer/Program**

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