

SOUTHERN CALIFORNIA INDIAN CENTER, INC.

Job Announcement



Division/Department	Workforce Development-Work Investment Act Program
Location	Los Angeles Office
Job Title	Employment Specialist I
Reports to	WIA Administrator

Closing Date:	Type of position:	Hours <u>40</u> / week
Opened until Filled	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

The Employment Specialist will be responsible for coordinating and directing Workforce Development participants in a variety of programs and services available through SCIC. The Employment Specialist is responsible for developing and maintaining relationships with non-profit, corporate, government, mainstream, and Native agencies in an effort to seek out and provide employment opportunities for American Indian, Alaskan Natives, and/or Native Hawaiian clients, as well as deliver a variety of additional services needed for client success. The Employment Specialist needs to have the ability to accurately determine applicant's eligibility for participation and to assess appropriate employment direction and options. To comprehend SCIC policies and procedures, as well as Workforce Investment Act's rules and regulations. To possess the ability to empower and motivate clients. Demonstrate the ability to interact professionally with people and represent the organization with the highest standards.

WORK EXPERIENCE REQUIREMENTS

- Two or more years experience of Case Management
- Knowledge of American Indians, Native Alaskans, and/or Native Hawaiians preferred
- Experience working with the American Indian Community
- Fluent in English – Written and spoken
- Valid Driver's License with proof of insurance and/or reliable means of transportation
- Advance knowledge of PC computer systems and Microsoft office programs (Word, Excel, PowerPoint, Outlook, etc.); internet savvy. Working knowledge of Mac computer systems preferred.

EDUCATION REQUIREMENTS

- Bachelor's Degree preferred or equivalent experience

AMERICAN INDIAN PREFERENCE ACT/EQUAL OPPORTUNITY EMPLOYER

Preference in filling vacancies will be given to qualified American Indian Applicants, in accordance with the American Indian preference Act (Title 25, U.S. Code Section 472 and 473) and Public Law 93-638, provided the applicant has submitted appropriate verification of American Indian preference for employment.

Except for American Indian preference, all candidates receive consideration without regard to race, color, sex, age, disability, religion, national origin or tribal affiliation.

PLEASE APPLY IMMEDIATELY

DMV printout, background check, and drug screening will be requested from qualified applicants. SCIC offers an excellent benefits package including, 401k, health insurance, life insurance and more. For more information or to submit your resume please contact SCIC Human Resources at (714) 962-6673 or srobideau@indiancenter.org