



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Employment Specialist

Open Date: January, 2023

Closing Date: Until filled

Pay Range: \$22.00 to \$26.00 Per Hour

Job Purpose:

Under the supervision and direction of the Workforce Development Program Manager, the goal of this position is to achieve the Program's obligated goals by continuously improving and providing services to career developing customers in the community.

Job Responsibilities:

- Provides direct services to job seeking customers with main focus on career counseling and case management
 - Provides career counseling services, resources and/or referrals to ensure and improve customers' readiness to achieve their career goals.
 - Provides work site assistance, problem solving services, resources and referrals to ensure and improve customers' retention in their selected fields.
- Actively participates in partnership, collaborative and/or team meetings and activities.
- Actively participates in staff meetings, continuous quality improvement, and special projects to improve processes, programs, services, facilities and morale to enhance work effectiveness and efficiency.
- Monitors progress of services and resources provided to ensure maximum value and benefits to the customers.
- Ensures overall contractual compliance with main focus on career counseling, case management, document, file and record keeping.
- Provides data for periodic progress reports to funders, internal and external sources to meet contract requirements.
- Research and compile community resources in areas such as behavioral, physical health, finances, food, clothing, shelter and other impairments.
- Establishes networks with other providers in order to facilitate customer referral processes and to improve service delivery for the employment program.
- Actively participates in and CSC's cross departmental and agency wide activities.



- Other duties as assigned.

Qualifications:

- Bachelor's degree in the business management, social or behavioral sciences or a related field, but can be substituted by two plus (2+) years of work experience in job-related field.
- Experience in the not-for-profit industry preferred.
- Knowledge of government-funded employment programs.
- Exceptional communication, presentation, and writing skills.
- Must be able to work independently, lead a group, take initiative and follow through.
- Proficient in modern office practices, procedures, and equipments such as Microsoft Office.
- Solid administrative and organizational skills.
- Bilingual/Bicultural English and Chinese, and/or Spanish preferred.
- Valid California driver's license, proof of auto insurance, and available transportation.
- Previous work experience with clients who have limited English proficiency.

Please send your resume to:

cschr@cscla.org

Subject: Employment Specialist

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**