



## **Career Coach**

Vernon-Central/LATTC WorkSource Center

Coalition for Responsible Community Development (CRCD) is seeking a visionary and dynamic individual to join the Vernon-Central/LATTC WorkSource Center team as a Career Coach. This innovative full-time position is based in Los Angeles, CA. Interested candidates are encouraged to visit the CRCD website (<http://coalitionrcd.org>) to gain insight into the agency's mission.

### **Mission of CRCD**

*To better sustain, coordinate and improve local planning, development and community services that address the needs of low-income residents and small businesses in South Los Angeles.*

Founded in 2005, the Coalition for Responsible Community Development has a unique focus on young people in Vernon-Central (age 16-25), and collaborates with residents, businesses, community-based organizations, civic leaders and Los Angeles Trade Technical College to improve the quality of life in our community.

### **Position Overview**

Career Coach will help individuals in researching career paths and finding job openings. They will create Individual Education Plan (IEP) with clients to support in career path.

### **Specific Duties and Responsibilities**

- Interview WIA referred clients and provide career, aptitude, skill and educational assessments
- Facilitate and coach in work readiness skills
- Develop IEP for clients
- Process WIA scholarship applications and searches for leverage training funding
- Maintains case files, completes JTA forms, prepares trainings and support service invoicing
- Track client's expenditures, activities, and outcomes

### **Minimum Qualifications**

- Bachelor's degree and two years related experience in case management in a workforce development setting; or minimum four years of related experience without formal education
- Knowledge of assessment tools, counselling techniques, teaching/facilitation, crisis intervention, and job matching

**Preferred Qualifications**

- Knowledge of needs of vulnerable populations, i.e., veterans, ex-offenders, individuals with disabilities, homeless individuals, English language learners
- Background in collaborative settings and government reporting
- Bi-lingual in a community-based language a plus

**Salary**

Based on experience

**Application Process**

Those interested in this position may apply by submitting a cover letter, salary history and resume to: [resumes@coalitionrcd.org](mailto:resumes@coalitionrcd.org). Please make sure to include the job title & how you heard of this position in the subject of your email.