

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CAREER PREPARATION SPECIALIST

BASIC FUNCTION:

Under direction of the Assistant Superintendent-Curriculum, Instructional Technology and Support Services and in conjunction with the ROP coordinator, provide guidance regarding career development/employment for clients in vocational programs; perform other duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Act as a liaison between the Regional Occupational Programs (ROP's), Adult Education Programs, Community Colleges and One-Stop Centers.

Work collaboratively with Department of Employment Social Services (DESS) counselors, case managers, career development instructors, community college instructors and Department of Vocational Rehabilitation counselors.

Provide periodic reports to the Workforce Investment Board (WIB) One-Stop committee.

Provide career development/employment guidance for clients who could benefit from training at ROP's or Adult School programs.

Assist CalWORKs clients in career planning self-assessment, job search strategies, defining career goals, preparing action plans, and accessing labor market and related occupational/educational training information

Assist clients to develop an employment development plan including job exploration, vocational, and other related training as well as aid clients in identifying and removing employment barriers and with job retention strategies.

Administer and score aptitude and vocational assessment tests and reviews results with clients.

Use a computer database system for preparation of documents and record keeping and coordinate database with One-Stop data system.

Market the ROP program.

Facilitate workshops and job search activities.

Ensure compliance with laws and grant regulations.

June 2002

Ewing & Company

Prepare and maintain client files.

Attend Yolo Youth Council meetings and other meetings as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Post-secondary and secondary institutions.

DESS programs.

Facilitation and assessment skills.

Oral and written communication skills.

Organizational skills and the ability to multitask.

Collaboration skills for partnership building.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Interview procedures.

Operation of a computer and assigned software, including e-mail.

Filing procedures and records management.

ABILITY TO:

Recommend and implement goals, objectives, and practices for providing effective and efficient instructional programs and services.

Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Assure County Office and program compliance with laws and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree or three years of related experience in career development and case management techniques; experience/training which demonstrates ability to perform the duties as described.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Reaching overhead, bending at the waist, kneeling or crouching to file materials.