Career Coach, UAS 1596
California Career Innovations

Salary Range: $17.01/hourly

Work Schedule. This is a part-time position; Monday – Friday hours to be determined; Non-exempt position. This position is not eligible for benefits. Employment is contingent upon availability of funds; this is a grant-funded position with a contract end date of September 30, 2021.

Essential Functions: Under the general supervision of the Principal Investigator (PI), the incumbent will provide individual and group education and vocational guidance/training services to the assigned subcontractors of California Career Innovation. Major functions include working collaboratively with the Regional Manager in the fields, and coordination of services for program participants. The incumbent will plan, organize and facilitate vocational assessments, provide referral and coordinate services for program participants, including the Department of Rehabilitation (DOR), One-Step, literacy programs, community colleges/vocational training, employment preparedness, job development, and reasonable accommodation determinations. The incumbent will collaborate with designated staff members to prepare person centered plans; develop and monitor of individual career action plans; and collect data for San Diego State Research Teams. The incumbent will attend regular staff meetings and report on progress status.

Requirements: The incumbent must have equivalent to two years of general office experience and work experience in transition services and vocational assessments. The incumbent must have good work ethics and practice of professional etiquette. The incumbent must possess excellent English verbal and writing skills and the ability to travel among various sites in a timely manner. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: Spanish Speaking preferred.

Review of applications/resumes will begin May 27, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.
Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf