

ALAMEDA POINT COLLABORATIVE

JOB DESCRIPTION

POSITION:	Workforce Development Support Specialist
DIVISION:	Housing & Services
DEPARTMENT:	Support Services and Education & Employment
REPORTS TO:	Education & Employment Manager
CLASSIFICATION:	Non Exempt, Regular Full-Time Employee
SUPERVISES:	N/A

The Alameda Point Collaborative works to end homelessness by providing housing and services to create communities where formerly homeless families and individuals can flourish.

PRIMARY FUNCTION

Under the supervision of the Education & Employment Manager, the Workforce Development Support Specialist (WDSS) provides case management focused on life skills, education and employment goals with APC resident families. The WDSS conducts assessments, develops individualized services plans, provides one-to-one coaching, facilitates group activities and coordinates with internal and external providers. The WDSS is accountable for ensuring timely and consistent completion of all program documentation. As a member of an interdisciplinary support team, the WDSS is expected to engage residents to participate in supportive services that facilitate housing retention and self-sufficiency.

DESCRIPTION OF DUTIES

Support Services/ Case Management Activities 40% of time

- Outreach, engage and build supportive partnerships with caseload of APC residents/families
- Complete individualized intakes, assessments and services plans
- Broker resources and provide supportive counseling to address barriers to progress
- Complete yearly HMIS assessments for all household members

Workforce Development Activities 60% of time

- Co-develop curriculum for in-house workshops
- Facilitate functional life skills and educational workshops, as directed
- Facilitate field trips to job fairs, recruitment events, and training programs/job sites
- Provide individualized work readiness coaching

Agency and Team Duties

- Participate in ongoing staff trainings and meetings
- Consistently complete documentation to meet contractual and regulatory requirements
- Actively work to achieve program and service outcome expectations
- Support the implementation of community building and leadership events/programs
- Other duties as assigned

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QUALIFICATIONS & EXPERIENCE

- B.A. degree in psychology, business, rehabilitation, social work, education or related field preferred.
- BA may be substituted by 3 years of verifiable experience in social services and workforce development, working directly with socially/economically disenfranchised populations.
- Experience working in a multicultural, diverse environment.
- Ability to maintain confidentiality and manage personal boundaries in a social service environment.
- Experience developing and implementing lesson plans.
- Computer proficient.
- Must possess a valid CA Drivers' License and meet APC insurance coverage requirements.
- Fingerprint/background check clearance required.

ESSENTIAL FUNCTIONS & SKILLS

- Ability to communication and coordination effectively in a diverse multi-disciplinary team.
- Ability to maintain professionalism and personal boundaries when challenged.
- Ability to effectively communicate verbally and in writing.
- Computer literacy that includes functional knowledge of MS Word, MS Excel, and Outlook.
- Critical reasoning and thinking skills
- Ability to occasionally lift and carry up to 20 pounds
- Able to sit for long periods of time.

This job description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisor's instructions and to perform the tasks requested by their supervisors.

To apply, please send cover letter and resume to APCrecruitment@apcollaborative.org, with the position you are applying for in the subject header.