

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EMPLOYMENT TRAINING SPECIALIST - EGACE**

#### **BASIC FUNCTION:**

Under the direction of the Principal of Elk Grove Adult and Community Education (EGACE), provide individualized case management and follow-up, including assistance with placement into work preparedness/training activities and functional training activities at the EGACE Sacramento Works Training Center, to adults who meet WIA I eligibility requirements and WIA Dislocated Workers.

#### **ESSENTIAL FUNCTIONS:**

Provide individualized case management, placement assistance into training, on-going coaching, and follow-up services to identified EGACE Training Center customers. Coordinate supportive services needs to customers while in training.

Collaborate with EGACE and Sacramento Works Career Center staff to coordinate customer recruitment, registration, and enrollment into training center activities. .

Collaborate with job developers at Sacramento Works Career Centers to co-case manage all customers enrolled in training activities.

Conduct an academic and vocational needs assessment to develop an Individualized Training Plan (ITP) that includes:

- Short and long-term training, including a targeted career pathway to assist the customers in meeting his/her employment goals
- Placement into a sequenced training program that includes work readiness and/or functional training
- Identification of customer strengths and barriers to training and success in family-sustaining employment

Provide ongoing case management and follow-up services to facilitate customer success in training and employment placement. Provide ongoing monitoring to ensure that performance goals are met.

Drive a vehicle to conduct visits to training and employment sites and to Sacramento Works Career Centers.

Conduct periodic evaluations of customer performance in training settings; refer customers to work-based learning experiences.

Communicate with administrators, customers, instructors, Sacramento Works Career Center, and adult services agencies to exchange information, coordinate activities, and provide a continuum of training and referral to support services for customers transitioning to postsecondary education, training, and/or employment.

Prepare and maintain accurate and timely records and reports related to Sacramento Works Training Center Activities. Submit required information and data to the Sacramento Works data system.

Operate a variety of office equipment including a computer and assigned software.

Answer telephones and provide information and assistance to callers; assist customers filling out forms, applications and paperwork.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Labor market and post-secondary education

Applicable laws, codes, rules and regulations.

General business practices.

Effective case management techniques.

Basic public relations techniques.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operate a variety of office equipment including a computer and assigned software.

**ABILITY TO:**

Provide individualized case management, training placement assistance, short-term coaching, and follow-up services.

Establish relationships with Sacramento Works job coaches to develop job opportunities for identified customers.

Communicate with training center customers, staff, outside agencies and administrators.

Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.

Maintain records, logs and files.

Compile, assemble, verify and prepare data for records and reports.

Determine appropriate action within clearly defined guidelines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Operate a variety of office equipment including a computer and assigned software.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information in person and on the telephone.

Sit or stand for extended periods of time.

See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years of experience working with unemployed or under employed adult populations and some experience involving job development, placement and follow-up procedures.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Personal transportation for job-related travel.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
May be required to drive as needed.