



Career Development Specialist
(Medical Assistant Class – San Jose)

Headquarters are located on the Menlo Park with satellite location Career Centers in East Palo Alto and San Jose. JobTrain is a private job-training center and accredited school (accredited by the Western Association of Schools and Colleges - WASC). JobTrain offers an array of vocational training programs, workshops, career center services, ESL classes and programs and services for in-school and out-of-school youth. Our vocational training classes, academic support, and employment readiness programs are primarily geared toward individuals needing assistance with overcoming significant academic, career and personal challenges to be successful in school and work arenas. Funded by a combination of federal, state, and private-sector grants, JobTrain's programs, and services offer people an opportunity to move forward with accomplishing their educational and career goals towards achieving full economic mobility.

The Santa Clara County Career Center is located at 1560 Berger Drive, in San Jose, CA. The Career Development Specialist for the Information Technology training program is responsible for supporting the operations of the Santa Clara County Career Center and perform activities to help clients choose, get and keep gainful employment. We are looking for a candidate who is excited about breaking new ground with us in the field of workforce development and working with people who are homeless or formally homeless begin the steps towards education, training and career goals. This is a full-time position report to the Career Development manager. The candidate must have proven experience working with people who have barriers to employment and providing services to address those needs.

The **Career Development Specialist (CDS)** is responsible for recruiting, retaining and case managing students in our vocational training programs and providing job development/placement services. The CDS may be assigned to any of our training programs. S/he plays a crucial role in the success of clients and JobTrain by managing the clients through the whole process - from recruiting and intake through the class itself and successful job placement. In addition, the CDS works closely with employers, to develop solid relationships, and connect graduates to employment and externship opportunities. This position is part of Jobtrain's satellite location in San Jose, Ca.

Responsibilities

Responsibilities may include, but are not limited to:

- Recruit new students and lead orientations and assessments for interested students.
- Provide case management and follow-up with current students and alumni and track interactions in our database.
- Work with JobTrain's supportive services and operations, as well as local service providers, to deliver necessary wraparound services to clients.
- Work closely with our Career Development manager to interact with employers.
- Coordinate the advisory committee, made up of employers, to get feedback on the curriculum and programs.
- Represent JobTrain at events and speaking engagements promoting vocational training programs.
- Produce monthly reports detailing enrollments, completions, and placements.
- Attend partnership meetings and report to grantors.

Skills and Experience

- Knowledge of issues affecting individuals who are currently or formally homeless.
- Knowledge of job development and workforce development strategies.
- Experience providing trauma informed case management.
- Sales experience in the delivery of services such as staffing agencies.
- Proficient computer skills (MS Word, Excel, PowerPoint, Outlook)
- Extensive experience in community-based or corporate career development and training, a plus
- Excellent written, verbal, organizational, and interpersonal skills.
- Ability to handle several tasks simultaneously.
- Ability to work with or without supervision.
- Ability to market services, cold call with prospect clients.
- Ability to facilitate classes and/or training sessions.
- Demonstrated ability to problem solve.

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- Ability to work as part of a team.
- Ability to work effectively with youth, adults, veteran and seniors, from diverse economic, cultural, and ethnic backgrounds.
- Familiarity with Healthcare sector and industry is a plus.

Education

A Bachelor's degree from an accredited college or university in education, counseling/ psychology, social work, or other human services is preferred.

Salary and benefits: A competitive salary and benefits package is offered.

An equivalent combination of education and experience may be substituted for the above.

How to Apply

Interested candidates should submit a resume and cover letter to info@Jobtrainworks.org. The position is now open and applications will be accepted until the position is filled. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). Position is open until filled.

JobTrain will require the successful candidate to undergo a background check.

JobTrain is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, physical or mental disability or national origin. Culturally and racially diverse or individuals with lived experience applicants encouraged to apply. Please let us know if you need accommodations or auxiliary aids for the interview process.