



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

January 19, 2021

TO: Candidates and Placement Agencies

VACANCY: **Development Specialist (Facilitator)**
1 Part-time
1 Full-time
Life Coach
2 Part-time
2 Full-time
Clerk Typist III
1 Full-time
Project READY4Life - RISE
Position(s) contingent upon funding

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program
687 State Street, El Centro, CA 92243
Office (760) 482-2600
or www.edjoin.org

DEADLINE FOR FILING: February 1, 2021, 5:00 pm, or until filled

SALARY: \$17.55, per hour (Part-time Development Specialist (Facilitator)/Life Coach)
\$3,042 per month (Full-time Development Specialist (Facilitator)/Life Coach)
\$2,918 per month (Clerk Typist III)
Depending on qualifications

IMMEDIATE SUPERVISOR: Chantelle Gerardo, Program Manager

INTERESTED QUALIFIED APPLICANTS SUBMIT: 1) Completed Classified Application Form
2) Resume of Education and Work Experience
3) Cover Letter

NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted. Application must be submitted directly to IVROP Administrative Office mailbox or at www.edjoin.org.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: **Development Specialist**

Position Scope:

Under the direction of the assigned supervisor, the Development Specialist will assist in the overall development of each participant through continuous intervention, linkage, and follow up services for short and long term educational, skills training, and employment placement needs outlined in their development plans. The Development Specialist will work with other staff and other agencies to increase participant opportunities to succeed in educational and career goals.

Essential Duties:

1. Collect, organize and analyze information about individuals through documents, assessments, interviews, professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.
2. Develop with the participant, the individual development plan that matches individual interest to necessary sequence of academic, technical and/or occupational skill training as prescribed by the program.
3. Quarterly review of participant development plans to make necessary adjustments for participants to reach individual and program goals.
4. Assist with participant referrals to training services and skills building activities as outlined in the development plan.
5. Link participant to appropriate agencies for services identified during the development of the individual plan.
6. Conduct and engage participant in appropriate development activities.
7. Conduct work preparation and job matching services.
8. Assist with placement in long term employment, education, or training programs.
9. Monitor training, work performance progress, educational activities and/or challenges of each participant on case load through weekly contact and subsequent adjustment of development plan as deemed necessary.
10. Meet with participant, as necessary, to facilitate and encourage participation in development plan activities, completion of activities, and goal attainment.
11. Assist participant to understand and overcome social and emotional problems. Assist with appropriate referrals to community resources.
12. Provide follow-up activities.
13. Enter required Management Information System data regularly, promptly, and accurately.
14. Continually track participant progress and participation in computerized tracking system to monitor participant's progress according to their development plan.
15. Maintain case files containing all required documents and information and a complete record of activities and progress along with required back-up documentation.
16. Complete and submit accurate reports on a timely basis according to established schedules.
17. Meet all required performance standards.
18. Participate in staff development opportunities and staff meetings.
19. Maintain confidentiality regarding participants, students, personnel, and all internal organization information.

20. May be assigned to be primarily responsible for one or more specific essential duty as assigned by the Supervisor.
21. Perform other related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. Bachelor's Degree in Social Science, Sociology, Psychology, Counseling, Human Services, Education, Business or Public Administration.
2. Prior experience in related field preferred.
3. Prior experience facilitating meetings, addressing small and large groups, delivering staff development workshops, and collaborating with business, public and education leaders preferred.
4. Ability to read, write and communicate effectively in English; ability to address an elected board.
5. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
6. Ability to type 30 wpm and do basic business arithmetic.
7. Practical application of MS Word, MS Excel, MS Outlook, and MS PowerPoint for Windows is required.
8. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
9. Valid California Driver's License and evidence of minimum liability insurance.

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, reaching, repeated bending, lifting, and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

Environmental Requirements: Must be able to work indoors in a predominately sedentary position. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, answering the telephone, using hands to type and enter data and perform a wide range of office and clerical duties. **This position may involve activities, such as meet with participant, as necessary, to facilitate and encourage participation in development plan activities, completion of activities, and goal attainment, which require in-person interactions that may increase the risk of being exposed to COVID-19 and other communicable diseases.**

Scheduling and Availability: Standard work schedule, Monday through Friday with an hour for lunch. This is a non-exempt position. Employee must be willing to work additional hours when requested and willing to assist other departments during staffing shortages as needed. This position may require a flexible schedule that includes working evenings or weekends.

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: Life Coach

Position Scope:

Under the direction of the assigned supervisor, the Life Coach is a trained practitioner that guides an individual to maneuver through their internal landscape for the purpose of assisting them to explore, discover and attain their authentic desires and aspirations. The Life Coach will establish and define each individual's role and responsibilities, and establish the participant's commitment to taking a pro-active role in their transformation process.

Essential Duties:

1. Assist participants to identify existing internal and external assets, strengths, and resources.
2. Assist participants to develop an individual service plan that outlines realistic benchmarks for achieving their identified goals.
3. Assist participants to anticipate potential obstacles and to create likely solutions.
4. Provide guidance and support when challenges arise by assisting participants to identify the necessary internal and external resources for overcoming their barrier.
5. Guide participants to explore and access their unique internal potential for problem solving their life challenges.
6. Assist participants to gain self-confidence in their abilities by helping them to recognize that they have the ingenuity to successfully overcome the obstacles they encounter.
7. Engage in disciplined conversation with participants using concrete performance information that results in the continuous improvement of performance.
8. Meet with each participant at least 1 hour a week for a set period of time that will be specified in the individual service plan.
9. Meet with participants and conduct group activities.
10. Continually track participant progress and participation in computerized tracking system to monitor participant's progress according to their service plan.
11. Maintain case files containing all required documents and information and a complete record of activities and progress along with required back-up documentation.
12. Complete and submit accurate reports on a timely basis according to established schedules.
13. Meet all required performance standards.
14. Participate in staff development opportunities and staff meetings.
15. Maintain confidentiality regarding participants, students, personnel, and all internal organization information.
16. Perform other related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. Bachelor's Degree in Social Science, Sociology, Psychology, Counseling, Human Services, Education, Business or Public Administration.
2. Life Coach training certificate or be willing to be certified within 6 months of hire; begin specified Life Coach training within 30 days of hire as a condition of employment.
3. Prior experience in related field required.

4. Prior experience facilitating meetings, addressing small and large groups, delivering staff development workshops, and collaborating with business, public and education leaders preferred.
5. Ability to read, write and communicate effectively in English; ability to address an elected board.
6. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
7. Ability to type 30 wpm and do basic business arithmetic.
8. Practical application of MS Word, MS Excel, MS Outlook and MS PowerPoint for Windows is required.
9. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
10. Valid California Driver's License and evidence of minimum liability insurance.

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, reaching, repeated bending, lifting and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

Environmental Requirements: Must be able to work indoors in a predominately sedentary position. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, answering the telephone, using hands to type and enter data and perform a wide-range of office and clerical duties. **This position may involve activities, such as assist participants to identify existing internal and external assets, strengths, and resources, which require in-person interactions that may increase the risk of being exposed to COVID-19 and other communicable diseases.**

Scheduling and Availability: Standard work schedule, Monday through Friday with an hour for lunch. This is a non-exempt position. Employee must be willing to work additional hours when requested and willing to assist other departments during staffing shortages as needed. This position may require a flexible schedule that includes working evenings or weekends.

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: **Clerk Typist III**

Position Scope:

Under the direction of the assigned supervisor, the Clerk Typist III will respond to inquiries, process documents, maintain files records, and prepare reports.

Essential Duties:

1. Coordinate schedules for meetings. Maintaining room schedules ensuring availability of space.
2. Maintain various information, files and records (i.e., student files, project files, etc.) for the purpose of providing an up-to-date reference and reliable information.
3. Process documents (i.e., schedules, agendas, purchase orders, etc.) for the purpose of disseminating information and ordering supplies and materials.
4. Respond to inquiries from staff, project participants, for the purpose of providing information and/or direction as may be required by person and by phone.
5. Assist other project personnel as required for the purpose of supporting them in the completion of their work activities.
6. Perform complex and responsible clerical duties such as making arithmetic computations and compiling and recording information related to specialized records.
7. Prepare correspondence independently from rough drafts, oral directions or written directions as required.
8. Enter and revise data, generate reports and develop specialized departmental materials.
9. Assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.
10. Maintain confidentiality regarding participants, students, personnel, and all internal organization information.
11. Perform other related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. High School diploma or equivalent.
2. College-level course work in clerical, secretarial, office practices, office management, business, public administration or related field preferred.
3. Ability to type 40 wpm and do basic business arithmetic.
4. Ability to read, write and communicate effectively in English.
5. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
6. Practical application of MS Word, MS Excel, MS Outlook and MS PowerPoint for Windows is required.
7. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
8. Valid California Driver's License and evidence of minimum liability insurance.

Imperial Valley Regional Occupational Program
Job Description – Clerk Typist III – Page 2

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, reaching, repeated bending, lifting and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

Environmental Requirements: Must be able to work indoors in a predominately sedentary position. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, answering the telephone, using hands to type and enter data and perform a wide-range of office and clerical duties. **This position may involve activities, such as the administration of Live Scan services, which require in-person interactions that may increase the risk of being exposed to COVID-19 and other communicable diseases.**

Scheduling and Availability: Standard work schedule, Monday through Friday with an hour for lunch. This is a non-exempt position. Employee must be willing to work additional hours when requested and willing to assist other departments during staffing shortages as needed. This position may require a flexible schedule that includes working evenings or weekends.