

West Los Angeles College: 2023 C2C JOB OPENINGS

WEB SITE: WLAC.edu/Student-Services/C2C

POSTED: January 30, 2023

OPPORTUNITIES: Job Coach (Up to 30 hours per week) & Job Developer (Up to 30 hours per week)

Job Coach – COLLEGE TO CAREER

Salary Range: \$19 - \$23 an hour dependent on experience.

Hours: Up to 30 hours a week

Application: Applicants can send in their resume and a letter of interest to Ms. Ebony Hallman at hallmael@wlaac.edu.

Under the general direction of the Dean of Student Services and Career 2 College (C2C) Coordinator, the C2C Job Developer is responsible for one-on-one and group coaching of C2C students in identifying job and/or internship leads, completing applications, and preparing for the start of a position. C2C Job Developer serves as a liaison to the C2C Coordinator, Department of Rehabilitation, Employers, and West LA College.

This position is part of a team consisting of a C2C Coordinator, WLAC DSPS, C2C Education Coach, and C2C Job Coach.

RESPONSIBILITIES:

1. Administers the College to Career program in accordance with the standards and policies set forth in the Department of Rehabilitation, California Administrative Code, Title 5, and Los Angeles Community College District rules, regulations and policies;
2. Identify, initiate relationship, and maintain employment opportunities consistent with DOR consumer/C2C students (C2C students), IPE and labor market trends,
 - a. Establish and maintain strong relationships with local employers, business organizations, and community groups to develop job leads and maintain the visibility of the program and activities,
 - b. Visit local employers to evaluate job content, working environment, and the ability of the employer to meet contractual obligations,
 - c. Create and maintain records of community organization and employers that have provided internships, temporary, full-time, and part-time jobs to prior and current C2C students.

- d. Represent WLAC's C2C program at community events and meetings to provide information to prospective employers and prospective C2C participants;
3. Provide preparation and support for C2C students during job searches including but not limited to: resume preparation, job search skills, employment portfolios, interviewing techniques, mock interviews, completing employment applications and follow-up after interviews,
 - a. Coordinate and connect C2C students to "One Stop Centers" and other community employment resources,
 - b. Plan and implement information and/or recruitment days for C2C students;
4. Coordinate assistance for C2C students when changes in the work environment may impact their job retention,
 - a. Job site consultation to identify and minimize barriers,
 - b. Guidance on effective and professional communication styles,
 - c. Advise on workplace appropriate behaviors, dress, and personal grooming,
 - d. Support C2C students to develop self-advocacy skills in the workplace;
5. Work collaboratively with the C2C Coordinator, C2C Education Coach, and C2C Job Coach, WLAC, and Department of Rehabilitation to serve the program's students,
 - a. Work with personnel in other areas of the College to facilitate services to C2C students,
 - b. Provide progress reports, including additional services needed to sustain a student's employment in a competitive employment environment,
 - c. Provide monthly data reports to the C2C Team and DOR counselor regarding job development and placement efforts and results,
 - d. Attend quarterly meetings with DOR and C2C Team;
6. Participates in professional development to ensure continued study of research and understanding of current trends and practices in working with students with intellectual disabilities or autism spectrum disorder with postsecondary experiences;
7. Work assignments will vary in terms of settings and times, including some evening and some weekends, and on-line or off-campus as needed;
8. Along with the Education Coach and Job Coach, create brochures, flyers, and presentations to publicize C2C program;
9. Performing other related duties as requested, including paraprofessional duties as related to day-to-day administration; and
10. Otherwise fulfilling other duties and responsibilities as required.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Demonstrate understanding, sensitivity, and desire to serve the diversity of the C2C population, which includes cultures, ethnicity, economic, family structures, and disabilities.
2. Knowledge of principles, methods and techniques of supporting students with identifying short-term academic goals that will lead to entry level employment.
3. Comprehensive knowledge and practical experience of working with students with intellectual disabilities or autism spectrum disorder with postsecondary experiences.
4. Demonstrate understanding, knowledge, and application of California Department of Rehabilitation. California Community College regulations, procedures and practices.
5. Demonstrate ability to clearly communicate verbally, in writing, and during public presentations.
6. Ability to research, compile and analyze information/data, make recommendations, and prepare and present reports.
7. Working knowledge of standard computers and software programs.

QUALIFICATIONS:

All candidates must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practice within the classroom; AND

A minimum of an Associate's Degree with increasingly responsible (approximately 1-3 years of experience) in job working with students with disabilities in a college environment, community organization, or non-profit focused on: skills development, job development, human resources, or related field.

Desirable Qualifications:

Experience and skill incorporating elements of diversity, equity, and inclusion into all areas of responsibility;

Recent experience working with African American, Asian/Pacific Islander, Latinx, Native American, and other racially minoritized students in the classroom and an understanding of how historical patterns of exclusion of these groups in higher education shape patterns of participation and outcomes;

Willingness to examine and remediate one's instructional, relational, and educational practices to more effectively engage and support racially minoritized students;

Experience working with a diverse student population;

Related work and professional experience;

Experience working with students of various cultural, gender, age, socioeconomic, and ethnic backgrounds, particularly disabled students;

Experience working with students with developmental disabilities in college level disabled students programs;

Knowledge of, or, experience with DOR, WLAC, and other community resource agencies;

Knowledge of the ADA, Section 504 of the Rehabilitation Act, Title V of Education Code, and Title XVII CVRC Regulations;

Demonstrated ability to communicate effectively with students and staff, particularly in leading difficult conversations;

Demonstrated ability to use technology; and

Knowledge of the community college and its mission and goals.

Job Developer – COLLEGE TO CAREER

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Under the general direction of the Dean of Student Services and Career 2 College (C2C) Coordinator, the C2C Job Coach is responsible for one-on-one and group coaching of C2C students in preparing for the start of a position and maintaining employment. C2C Job Coach serves as a liaison to the C2C Coordinator, Department of Rehabilitation, and Employers.

This position is part of a team consisting of a C2C Coordinator, WLAC DSPS Office, C2C Education Coach, and C2C Job Developer.

RESPONSIBILITIES:

1. Administers the College to Career program in accordance with the standards and policies set forth in the Department of Rehabilitation, California Administrative Code, Title 5, and Los Angeles Community College District rules, regulations and policies;
2. Identify, initiate relationship, and maintain employment opportunities consistent with DOR consumer/C2C students (C2C students), IPE and labor market trends,
 - a. Establish and maintain strong relationships with local employers, business organizations, and community groups to develop job leads and maintain the visibility of the program and activities,
 - b. Visit local employers to evaluate job content, working environment, and the ability of the employer to meet contractual obligations,
 - c. Create and maintain records of community organization and employers that have provided internships, temporary, full-time, and part-time jobs to prior and current C2C students,
 - d. Represent WLAC's C2C program at community events and meetings to provide information to prospective employers and prospective C2C participants;
3. Conduct workshops for C2C students with resume updating, job skills enhancement, maintaining employment portfolios, and follow-up guidance to maintain fit within the organization,
 - a. Coordinate and connect C2C students to "One Stop Centers" and other community employment resources,
 - b. Plan and implement information and/or recruitment days for C2C students;

4. Provide preparation and support for C2C students during job searches including but not limited to: resume preparation, job search skills, employment portfolios, interviewing techniques, mock interviews, completing employment applications and follow-up after interviews,
 - a. Coordinate and connect C2C students to “One Stop Centers” and other community employment resources,
 - b. Plan and implement information and/or recruitment days for C2C students;
5. Coordinate assistance for C2C students when changes in the work environment may impact their potential job retention,
 - a. Coordinate benefit planning guidance to C2C students,
 - b. Job site consultation to identify and minimize barriers,
 - c. Advise on workplace appropriate behaviors, dress, and personal grooming,
 - d. Support C2C students to develop self-advocacy skills in the workplace
 - e. Ensure continued success in the working environment;
6. Work collaboratively with the C2C Coordinator, C2C Education Coach, and C2C Job Developer, and Department of Rehabilitation to serve the program’s students,
 - a. Work with Personnel in other areas of the College to facilitate services to C2C students,
 - b. Providing progress reports, including additional services needed to sustain a student’s employment in a competitive employment environment,
 - c. Provide monthly data reports to the C2C Team and DOR counselor regarding retention of job by C2C students,
 - d. Update the C2C team on feedback given by community organizations and/or employers that have provided internships or employment prior and current C2C students,
 - e. Attend quarterly meetings with DOR and C2C Team;
 - f. Participates in professional development to ensure continued study of research and understanding of current trends and practices in working with students with intellectual disabilities or autism spectrum disorder with postsecondary experiences;
7. Work assignments in a variety of settings and times, including some evening and/or weekends, and on-line or off-campus as needed;
8. Local travel to job sites is required;
9. Performing other related duties as requested; and
10. Otherwise fulfilling other duties and responsibilities as required.

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3. Comprehensive knowledge and practical experience of working with students with intellectual disabilities or autism spectrum disorder with postsecondary experiences.
4. Demonstrate understanding, knowledge, and application of California Department of Rehabilitation. California Community College regulations, procedures and practices.
5. Demonstrate ability to clearly communicate verbally, in writing, and during public presentations.
6. Ability to research, compile and analyze information/data, make recommendations, and prepare and present reports.
7. Working knowledge of standard computers and software programs.

QUALIFICATIONS:

All candidates must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practice within the classroom; AND

A Bachelor's Degree in with some relevant coursework (such as Human Resources, Marketing, Public Relations, Business Administration, Counseling), or,

Associate's Degree with increasingly responsible (approximately 1-3 years of experience) in job working with students with disabilities, job development, human resources, job placement, or closely related field.

Desirable Qualifications:

Experience and skill incorporating elements of diversity, equity, and inclusion into all areas of responsibility;

Recent experience working with African American, Asian/Pacific Islander, Latinx, Native American, and other racially minoritized students in the classroom and an understanding of

how historical patterns of exclusion of these groups in higher education shape patterns of participation and outcomes;

Willingness to examine and remediate one's instructional, relational, and classroom practices to more effectively engage and support racially minoritized students;

Experience working with a diverse student population;

Related work and professional experience;

Experience working with students of various cultural, gender, age, socioeconomic, and ethnic backgrounds, particularly disabled students;

Experience working with students with developmental disabilities in college level disabled students programs;

Knowledge of or experience with DOR, WLAC, and other community resource agencies;

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