

JOB DESCRIPTION

Job Title: *Trainer - SEE (8221)*

Job summary:

The job of Trainer is done for the purpose/s of conducting pre-employment/job readiness skills under the general supervision of the Employment Services Coordinator; designed to enhance participants' employment potential, career awareness, and to foster self-awareness and self-sufficiency. Maintain communication on a regular basis with participants regarding activities for the success of this individual and program.

Essential Functions:

- Gathers and assesses information about individual participants from interviews and informal/formal tests for the purpose of determining employment or training needs.
- Facilitates job readiness/pre-employment workshops covering job search skills, applications and resumes, interview techniques, and labor market information for the purpose of ensuring participants' success in job search.
- Assist individuals with placement in work experience training sites.
- Facilitates training in job-related communication and interpersonal skills, respect, self-management, prioritizing work and personal life, conflict resolution, etc., for the purpose of improving participants' abilities to retain jobs.
- Researches/develops materials and techniques to improve training and to ensure training is current/relevant.
- Keeps current on occupational and local labor market information, and program requirements.
- Works closely with other program staff to ensure program effectiveness and performance standards are achieved.
- Completes required records to document attendance, activities, and progress of participants.
- Refers participants to resources in the community to ensure participants have knowledge of and access to available services.
- Perform other duties as assigned by the Employment Services Coordinator.

Skills to:

- organize and present information and materials in a group setting both virtually and in person;
- conduct learning exercises with small groups both virtually and in person;
- operate computers

Knowledge of:

- local labor market and private industry;
- career awareness and vocational assessment concepts;
- CalWORKS/TANF and WIOA clientele rules and regulations

Ability to:

- Be self-directed
- work well with others
- organize and present workshops both virtually and in person
- work with participants with multiple barriers to gain and retain employment
- communicate effectively both verbally and in writing;
- use computer to maintain attendance, case notes and other records
- Use technology for video conferencing and presentation of workshops

Education and Experience Required:

- Job-related experience is required
- High school diploma or equivalent required
- Community College and/or Vocational school degree with study in job related area preferred
- Bilingual (Spanish) preferred

Other Requirements:

- Valid California driver's license and proof of automobile insurance
- Department of Justice and FBI Fingerprint Response

FLSA Status: Non-Exempt**November 2020**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.