



Job Description

Department:	Department of Mental Health	Location:	San Fernando/Canoga Park
Job Title:	CalWORKs Employee Specialist	Reports to:	CalWORKs Program Manager
Exempt/Non-Exempt:	Non-Exempt	Revision Date:	10/2024
Position Type:	Full-Time	JD Approved by:	Angie Sanchez
Pay Range	\$20-23	Apply at:	angie.s@ecda.org

Job Description

Position Summary

Provide ongoing rehabilitative services, education, advocacy, linkage and referrals to CalWORKs recipients. The staff will evaluate services needed and refer clients to community and employment resources through the use of outreach, linkage, consultation, and placement of services. The staff will also work with clients on career development skills and strategies and do outreach and networking in the community for potential employers on a consistent basis. Services will be provided within the office and field setting.

Role and Responsibilities

- To work in compliance with ECDA, BBS & DMH Policies and Procedures, Parameters, Guidelines, Ethical standards and HIPAA laws and guidelines.
- Deliver services to a manageable caseload as recommended by the supervisor.
- Provide follow-up assistance to ensure proper linkage of clients to community, employment, or educational referrals
- Interview clients to obtain employment history, educational background and career goals
- Assist clients to develop job readiness skills and job search strategies
- Teach clients how to write resumes and prepare for job interviews
- Counsel clients on career or education related issues
- Collaborate with manager/supervisor, team and other providers/entities to assist with ongoing administration of cases.
- Monitor and document client progress according to measurable goals.
- Facilitate linkage of clients to medical, educational, social, vocational, and rehabilitative intervention and treatment services.
- Advocate for clients and/or families to help resolve crisis situations (as necessary).
- Ability to present effectively to groups and individuals.
- Participation in multidisciplinary meetings.
- Develop a “Resource” tool for the Agency and Program.
- Complete and maintain updated forms in each assigned case.
- Maintain a flexible schedule in order to provide the best possible service to clients and their families.
- Provide ongoing consistent quality of services to clients.
- Plan creative groups and projects for client’s entering the job market and for clients to sustain employment.
- Provide field base services 65% of the work hours through direct services with clients, community outreach, and employer contacts
- Complete monthly reports regarding the services they are providing
- possibly participate in peer partner training



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Qualifications and Education Requirements

- Bilingual in English/Spanish with excellent oral and written communication skills.
- Must have excellent verbal and written communication skills.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Strong computer literate including Microsoft Word, Excel, Access, Adobe PDF, Outlook, Google Drive and Internet.
- Must have valid California driver’s license, use own vehicle and be responsible for all liability on vehicle.

Preferred Skills

- Bachelor’s Degree (BA/BS) in a related field preferred.

Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver’s license and use of personal vehicle that has liability car insurance. Candidates will receive their required BBS supervisory ratio for client services provided.

The benefits of joining the ECDA team include health insurance, vision, dental, long-term disability, AD&D, life insurance, vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and varied disabilities. Employees must have the ability to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outburst, etc.). Staff must have behavior management strategies and techniques relating to clients experiencing behavioral difficulties, positive behavioral interventions and applied behavioral analysis.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Acknowledgment

By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.

By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:

Employee Name:		Date:	
Employee Signature:			



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Physical Demands:			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Finger Movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Demands:			
Outside:	Ability to spend 65% of work time outside		
Inside:	Ability to spend 35% of work time indoors		
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time		
Heat:	NA		
Cold:	NA		
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones		
Work with Others:	100% of time spent working and interacting with team and other departments		
Reading	Ability to read at a college level		
Writing	Ability to write at a college level		

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

To apply or any questions, please email Stacey Gaitan at stacey.g@ecda.org