



Young Community Developers, Inc.
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Job Description

Healthcare Job Readiness Training Instructor (Clinical and Non Clinical) / Case Manager

Job Description:

Reporting to a YCD Program Director, this Healthcare Job Readiness Training Instructor (Clinical and Non-Clinical) / Case Manager will be responsible for outreach, training, intake, enrollment, case management, barrier mitigation, and job placement assistance for all program participants. Job readiness training will cover both clinical and non clinical positions in the healthcare industry. In addition, this Trainer/Case Manager will be responsible for all program reporting.

This position ensures effective integration of services for participants, including linkages to appropriate training programs, support services providers, One Stop Career Link services, and potential employers, as well as detailed tracking of participant progress through YCD's JRT and/or various vocational training programs.

Responsibilities:

Outreach and Recruitment

1. Responsible for marketing and outreach to potential customers interested in pursuing a clinical or non-clinical career in healthcare. Leverage YCD's network, other community-based organizations, community events, as well as direct marketing strategies and tactics to drive program participation.

Classroom Instruction:

1. Coordinates and facilitates job readiness training, pre-employment, and job search workshops with a focus on the healthcare industry. Job readiness and pre-employment

training to cover a variety of topics including healthcare clinical and non-clinical career opportunities, effective employee behaviors, developing a good work ethic, and managing a work life. Job Search training to cover a variety of topics including resume and cover letter writing, completing employment applications; interviewing skills, networking skills, and effective workplace communication.

2. Coordinates and conducts individual and group instruction through demonstration, lecture, guest speakers, cooperative learning activities and other modalities of teaching which address learning style differences and potential learning disabilities
3. Distributes and reports on all appropriate training surveys' and assessments to track client satisfaction and skills gains.
4. Attends all appropriate team and collaborative meetings in order to coordinate topics and assess student and program progress, pedagogical strategies, and progress towards outcomes. Participate in all training facilitation meetings and training opportunities.

Employment Counseling/Job Placement

1. Provides healthcare industry (clinical and non-clinical) job search and placement assistance to program clients, as well as job retention services for both the client and employer after the placement. Makes appropriate job referrals and assists with the job match.
2. Assesses clients' occupational skills and interest as they pertain to the health care industry and assists them in setting and reaching appropriate employment objectives. Provides career, vocational, and employment counseling, and assists in the development of an Individual Employment Plan by determine clients' educational and professional qualifications and transferable skills.
3. Assists clients in identifying appropriate short and long term employment objectives; maps out strategies for reaching employment objectives; provides corresponding job development; and supports the client throughout the job search. Makes appropriate training plans and training referrals as needed.
4. Provides case management. Arranges for participant support services as necessary. Examples include: counseling, crisis intervention, childcare, transportation, medical/dental services, and employment workshops.

Program Administration:

1. Ensures compliance with agency, funder, and governmental reporting requirements and supports all program evaluation efforts.
2. Responsible for tracking and reporting client progress and employer engagement activities. Maintains particular case records, program data, and other statistical records as needed. Ensures preparation for program's audits and monitoring visits.
3. Participants in the team, agency, and community meetings.
4. Other duties as needed.

Minimum Qualifications:

1. B.A./B.S. degree in a related field and at least two years of relevant experience preferred. Associates degree and four years of related experience will be considered in lieu of B.A./B.S. degree requirement.
2. Must be flexible and able to work a flexible schedule, including occasional evening and weekends
3. Experience in healthcare job readiness training, staffing, recruiting, employment coaching, job development, or other relevant/transferable work experience.
4. Excellent cross-cultural communication skills and the ability and willingness to work with economically and culturally diverse clientele from various professional and ethnic backgrounds
5. Excellent interpersonal and communication skills, including public speaking, written communications, patience, diplomacy, and high level of customer service skills
6. Must have proven ability to work both independently and as part of a team
7. Must be comfortable with and adapt quickly to organizational, program and departmental changes
8. Strong commitment to the mission of Young Community Developers Inc. and to individuals from diverse populations
9. Well organized, ability to work in a fast-paced environment and meet goal objectives; excellent team player. True attention to detail, ability to complete paperwork accurately and in a timely manner
10. Commitment to continuously improve occupational knowledge
11. Computer proficient in MS Office or similar program, understanding of concept of relational database, competent in using internet and excellent research abilities.

Compensation / Benefits:

1. \$20.00 to \$25.00 per hour dependent upon experience.
2. Paid vacation.
3. Sick leave.
4. Health benefits to include medical and dental.