

Career Services Specialist

Are you ready for an exciting opportunity that also makes a difference to youth and young adults in the community?

We are looking for a talented and passionate individual interested in working with clients in the Sacramento area and assisting these clients with entry into the workforce. This person will provide direct client services in the areas of employment counseling, client needs assessment, vocational evaluation, employment preparation, referral to community resources and support services as well as job development and retention services. Additionally, this position will be responsible for case management and documentation. We work with individuals who rely on us to assist them in meeting their employment goals. Most importantly, the Career Services Specialist understands our client base, is familiar with the types of services we provide, and knows what it takes to support and encourage individuals with barriers to employment. If you're interested in a position directly supporting the employment goals of our clients, then this just might be the position for you! Rate of pay for this position is \$19.00 per hour and hours will be Monday – Friday, 8:30 a.m. – 5:00 pm.

Who We Are:

Crossroads is a visionary social enterprise organization demonstrating passion at work. On the enterprise side, we provide professional landscaping and janitorial services to prominent commercial properties, government facilities, HOAs and retail centers. On the social side, we invest our profits into our nonprofit parent company with a 40-year history of collaboration with social services agencies and partners. We help people with disabilities find work, education and a path towards self-sufficiency. It's good work and we want you to join us.

Summary of the Position:

Under the general supervision of the Director of Program Services the Career Services Specialist is responsible for providing career guidance and CWIOA Adult/Dislocated Worker enrollment, client support and documentation, employment preparation and post-employment support services.

Benefits of Working at Crossroads:

- 3 weeks Paid Time Off (PTO) per year
- 14 paid holidays per year
- 24 hours paid sick time per year
- 40 hours of Long-Term Sick Leave per year
- Employer-paid Medical, Dental, Vision, Life Insurance for employee
- 401(k) with partial match
- Flexible Spending Accounts
- 24- hour free access to Employee Assistance Program (EAP)
- Company-paid trainings and certifications

What You Will Need to Join Our Team:

- Two-year degree in social services (preferred) or equivalent work experience

- General knowledge of business operations and employer concerns including an understanding of industry employment procedures
- Evaluate work history; identify training & vocational goals; design an appropriate employment plan
- Demonstrate advocacy and teamwork skills in a collaborative fashion; communicate effectively with a multi-disciplinary team and other community partners.
- Previously demonstrated experience working with persons with significant barriers to employment
- Pass a background check and drug screen
- Possess a valid CA driver's license

If you are qualified and interested, please apply at <https://cdsdiv.applicantpro.com/jobs/>

Qualified applicants with arrest records and/or conviction records will be considered for employment in a manner consistent with federal, state, and local laws. All qualified applicants will receive employment consideration without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, protected veteran status or disability, and any other Classification, protected by federal, state and local laws.

We are committed to making our application process and workplace accessible for individuals with disabilities. Crossroads will provide reasonable accommodations, upon request, for individuals to participate in the interview process. To request an accommodation, please email or call me.