



COALITION *for*
RESPONSIBLE
COMMUNITY
DEVELOPMENT

JAG Specialist Job Description

Job Title: JAG Specialist
Job Category: Social Services
Primary Location: Los Angeles 90011
Department: Workforce Development Department (WDD)
Reports To: JAG Manager
Direct Reports: None
Seniority Level: Entry Level
FLSA Status: Non-Exempt
Job Type: Full Time
Travel: No

ABOUT CRCD

Coalition for Responsible Community Development (CRCD) is a community development corporation with a mission to better sustain, coordinate, and improve local planning, development, and community services that address the needs of low-income and working-class residents and small business in South LA.

CRCD serves 100% LMI within South LA. CRCD was founded by neighborhood residents and community leaders to revitalize the area after decades of disinvestment and to improve the quality of life for youth and the community. Since 2005, CRCD has partnered in a combined investment of \$168 million in South LA housing and real estate, including 370 units of affordable housing, plus community space for support services, youth programs, a homeless youth drop-in center, a community garden, and commercial space for our social enterprise. CRCD has connected over 1,500 young people to education, jobs, and housing.

- **Real Estate and Economic Development.** To increase the number of affordable and permanent housing in South Los Angeles and to revitalize the local economy, CRCD develops housing for LMI populations, including transition-age youth ages 16-24, seniors, veterans, and low-income families.
- **Support Services.** We provide support services to 100% LMI youth and other residents of CRCD housing, assist homeless youth to secure housing with rental subsidies and support services, and run a drop-in center to help homeless transition-age youth meet basic needs.
- **Education.** CRCD Academy, a high school provides youth ages 16-24 with diploma-track education and postsecondary education support.
- **Youth Development.** CRCD provides youth with workforce development programs, intensive case management to reduce barriers to employment and reduce recidivism, alternative sentencing programs, and jobs and career placement.



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- **Worksource Center.** Since 2014 CRCD has been the operator of the federally funded Vernon-Central/ Los Angeles Trade-Technical College WorkSource Center where unemployed LMI residents are linked to career-ladder jobs and supportive services.
- **CRCD Enterprises.** CRCD is the parent organization of a social enterprise providing training and employment for low-income youth and young adults.

BENEFITS

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 80% employee paid and 60% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance

POSITION SUMMARY

Under the direction of the JAG Manager, the JAG Specialist, will provide one-on-one supportive services to youth formerly or currently involved in the foster system and youth formerly or currently involved in the justice system in the Jobs for Americas Graduates (JAG) out-of-school intervention. The JAG identifies, recruits, and instructs students deemed to have a high degree of difficulty of being promoted to the next grade, achieving graduation and/or making a successful transition from school to a quality entry-level job and/or pursue a postsecondary education leading to career advancement opportunities.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Provides appropriate curriculum and ensures students achieve specific JAG competencies through classroom instruction; teaches through a variety of methods including lecture, hands-on activities, and team teaching; tailors the program and teaching methods for the needs of each specific student and implements an intervention strategy for each individual.
2. Ensures an appropriate pool of students by directly recruiting students, and obtaining referrals from an Advisory Committee, school personnel, and parents; holds interviews with prospective candidates and those making referrals to determine, using JAG guidelines, the appropriateness of the prospective student for the program.
3. Administers testing programs including pre-/post-tests and career interest

surveys. Establishes and implements a career development plan for all enrolled students.

4. Ensures positive perceptions of the JAG program within schools by developing and maintaining positive, effective working relationships with school personnel including teachers, administrators, students, and members of the Advisory Committee.
5. Advocates for the program and develops a pool of effective community support resources by working with employers, parents, civic groups, and legislators to build awareness of and support for the program; develops job opportunities, participates in public relations activities, attends meetings and speaks to various community groups.
6. Builds appreciation for teamwork, sense of belonging, and commitment to community service among JAG students by organizing and serving as advisor to a JAG Career Association; creates training opportunities through hands-on activities, film presentations, guest speakers, and workshops; assists with civic and social opportunities.
7. Provides students with guidance, counseling, and support within appropriate limits; refers students to additional support services on an as-needed basis; takes responsibility for learning and complying with school policies such as mandated reporting, discipline, attendance, and the like.
8. Complies with all documentation and data entry requirements in a timely fashion including contacts and activities involving students, employers, and other groups; develops and maintains a well-organized filing system.
9. Assists students in finding and maintaining quality employment and/or post-secondary educational programs upon graduation; works closely with students and employers for 12 months after the end of the school year to ensure a satisfactory employment outcome; develops a plan for contacts with non-graduates to ensure effective transition to employment or additional education.
10. Participates in staff, regional, state-wide meetings, staff development activities
11. Uphold CRCD's Mission Statement and 5 Year Strategic Plan

MINIMUM QUALIFICATIONS

1. 1-2 years' experience or related work and/or BA Degree
2. Familiarity with the At-Risk population is a plus. Experience working with youth accompanied by knowledge of the child development issues
3. Skills in human relations, leadership, supervision, and motivational techniques
4. Ability to work 12 months per year
5. Ability to work independently while managing multiple priorities
6. Ability to establish appropriate boundaries while developing and nurturing supportive relationships with students.

7. Ability to educate a variety of constituencies and interested parties about the program by developing ongoing relationships and making formal presentations.
8. Ability to develop curriculum and educational opportunities consistent with the JAG Model.
9. Working knowledge of basic computer applications such as word processing.
10. Able to track students served, service delivered, and outcomes achieved using an Internet-based data management system.
11. Knowledge of database management and quality control process
12. Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries
13. Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines
14. Demonstrated knowledge of community resources
15. Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate
16. Knowledge and experience of Microsoft Office (Excel, Word, Power Point)

WORK ENVIRONMENT

1. On occasion walk or drive to different local sites throughout the day.
1. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
2. Combination of field and office environment.
3. May necessitate working in busy and loud environments.
4. May be exposed to elements like cold, heat, dust, noise, and odor.
5. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
6. This is not a work-from-home position

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

1. Encompass a "do whatever it takes approach" to serving our community
2. Always maintain a safe work environment and confidentiality.
3. Be proactive, creative, flexible in determining, evaluating & resolving issues.
4. Organize & prioritize multiple activities to meet all external & internal deadlines.
5. Maintain professional demeanor that reflects positively on the agency.
6. Demonstrate respect and courtesy toward others.
7. Able to thrive in a work environment emphasizing teamwork and collaboration.
8. Respond in a timely manner in all aspects of communication.
9. Regular and prompt attendance in the office is required
10. Work with limited to minimum supervision.
11. *Perform other duties as assigned by your supervisor and the executive team.*



JAG Specialist Job Description

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD's criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193.

ACKNOWLEDGEMENT

Employee Incumbent Name

Employee Signature

Date

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