



Transition Coordinator Job Description

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

POSITION SUMMARY

Under the direction of the VCN YouthSource Manager, the Transition Coordinator will provide one-on-one academic / training / employment services to opportunity youth in South Los Angeles who are preparing to join the workforce. The Transition Coordinator will connect members and alumni to apprenticeship programs; assist them to understand their choices for post-secondary education, and career training. The Transition Coordinator will also be responsible for establishing and strengthening relationships with academic institutions, government agencies, WorkSource centers, businesses and any entity that can provide commitment/resources of employment and/or career opportunities.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Build relationships with universities, colleges; assist potential candidates in completing applications and provide assistance completing enrollment process.
2. Coordinate the college and employment readiness training component for CRCDD workforce development programs.
3. Host and coordinate the college corner centrally located at the VCN YouthSource Center
4. Coordinates a variety of events and programs (e.g. student assessments, classroom presentations, career fairs, college visits, fieldtrips, student placement and follow up, teacher and counselor in-services, etc.) for the purpose of supporting a smooth transition from high school to post-secondary training and/or employment
5. Build relationships with prospective employers, including construction trade unions, transportation, and public works fields; stay informed of prerequisites for union apprenticeships and other employment opportunities
6. Coordinate weekly work readiness workshops and sessions
7. Facilitate FASFA Workshops
8. Facilitate and conduct career exploration assessments and inventories
9. Conduct case conference sessions with the Vernon-Central/LATTC WorkSource Center
10. Provide placement retention and intervention support for all exited youth for a minimum of 12 months (4 quarters).
11. Track and document 2nd and 4th quarter placements.
12. Uphold CRCDD's Mission Statement and 5 Year Strategic Plan



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MINIMUM QUALIFICATIONS

1. Associates degree and three to four years related experience or equivalent combination of education and experience
2. Familiarity with the disconnected and opportunity youth population is a plus
3. Knowledge of database management and quality control process
4. 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
5. Current California driver license with no points
6. Experience verifying WIOA eligibility and delivering WIOA services
7. Understanding and experience of implementing the 14 WIOA program elements
8. Experience entering data into the JobsLA system
9. Experience in registering or enrolling youth into community college
10. Fluent in case management facilitation
11. Experience in facilitating group workshops
12. Understanding and knowledge of education disparities in the Vernon-Central community
13. Proficient in reading and writing

WORK ENVIRONMENT

1. On occasion walk or drive to different local sites throughout the day.
2. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
3. Combination of field and office environment.
4. May necessitate working in busy and loud environments.
5. May be exposed to elements like cold, heat, dust, noise, and odor.
6. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
7. 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.*



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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
- 13 Paid Holidays

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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