



CHANGING LIVES &
Building Neighborhoods Responsibly

CONSTRUCTION TRAINER

The Construction Trainer will handle all aspects of the CRCD's pre-apprenticeship preparation construction program. The construction trainer will be responsible for the participant learning outcome (PLO's) and work site experience to prepare youth for the rigors of the construction industry. Additional duties also include but not limited to: Overseeing YouthBuild participants training outcomes enrolled in the program; Facilitation of construction training and safety curriculum instruction in addition to supervision of construction training assistants and volunteer trainers; Implementing strategies to meet the goals and objective of the organization's pre-apprenticeship preparation construction program; Learning and implementing "green building" techniques; Establishing, coordinating, and maintaining positive working relationships with housing partners and the building trades; Monitoring participants' daily attendance while on work site; Evaluating, documenting and reporting participants' progress and skill development; Scheduling, coordinating and monitoring the progress and quality of all construction-related activities; Ensuring that adequate and appropriate construction safety procedures are in place, taught and enforced in a consistent manner; Developing and managing budgets and expenditures for all construction related projects; Guiding participants in the repair and maintenance of residential units; Documenting participant construction service and performance in case files and Department of Labor (DOL) MIS data system; and Completing other tasks as assigned.

The Construction Trainer will spend 50% of their time providing construction training and work site components oversight. 40% of the trainer time will be spent on administrative responsibilities which includes training evaluation, data reporting and management, policies/procedures, work site and partner management. 10% of the trainer time will be used for participant coaching, guidance, and managing Participant Learning Outcomes (PLO'S). This position will report to the South Los Angeles YouthBuild Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Contact, receive and review referrals to Workforce Program from local schools, community-based organizations, and government agencies, including walk-ins
- Follow instructions to implement outreach activities that include making presentations to non-profit organizations, government agencies, probation/ parole staff and agencies, schools, and conduct door to door outreach in the targeted neighborhood
- Conduct program information sessions, orientation, facilitate Mental Toughness
- Verify eligibility documentation and enroll SLAYB participants in MIS system
- Conduct individual needs assessments with regard to basic needs such as housing and food; education level and school enrollment; current income, employment, and past work experience; eligibility for Independent Living Program services through the foster care system; gang affiliation; and involvement with the justice system

CONTINUED

CONSTRUCTION TRAINER - CONTINUED

ESSENTIAL DUTIES & RESPONSIBILITIES - CONTINUED

- Develop an Individual Service Plan identifying short and long-term goals, barriers to employment and action steps to address those barriers Conduct daily check-ins with youth to provide high-touch case management, keep them motivated to reach the goals on the Individual Service Plan and keep them informed of SLAYB program events and relevant information
- Maintain a positive culture at all SLAYB sites that exemplifies the spirit and goals of the SLAYB program
- Assist youth to enroll in CRCD Academy to complete a high school diploma, and/or college level courses required
- Assist with facilitation of the program's career and college readiness, leadership, construction training and life skills workshops
- Track youth participation in each program component (educational, construction, counseling, leadership development and employment readiness and life skills workshops) and enter this data in the MIS system
- Assist with the implementation of the SLAYB Youth Policy Council
- Meet with youth on an individual basis at least weekly to monitor progress in each program component; identify resources to meet supportive service needs such as tutoring or counseling; problem-solve; review the Individual Service Plan and modify as needed
- Assist with placement in construction apprenticeships, CRCD construction sites, and other employment opportunities
- Provide information & referrals for youth and young adults who cannot participate in the program due to eligibility criteria or limited program capacity
- Follow CRCD procedures regarding recordkeeping, documentation, confidentiality, and maintaining case files
- Collaborate and confer with other CRCD staff and partners as appropriate to coordinate services and implement the program
- Meet weekly with other case-managers/youth advocates to plan activities, to strategize on service delivery for members, and other activities identified by the network (Case Conferencing)
- Assist with fulfilling grant and contract requirements for the program
- Participate in program evaluation process
- Oversee and coach interns, and other staff responsible for providing direct support to youth in the program
- Input data into CRCD and external data tracking systems to capture and monitor participant performance and services received
- Update participant case notes within 48 hours of initial contacts and document them in soft copy and hard copy files
- Identify and secure resources that can support youth while participating in a Youth Development program
- Uphold CRCD's Mission Statement and 5 Year Strategic Plan



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CONSTRUCTION TRAINER - CONTINUED

MINIMUM QUALIFICATIONS

- **2+ years' experience in related work and BA Degree in Education, Social Work, Public Administration, or related field,**
- **Experience working with foster youth,**
- **Familiarity with DCFS, DPSS, financial aid, housing resources is a plus,**
- **Knowledge and proven practice of trauma-informed care and strength-based approach to youth development,**
- **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,**
- **Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines,**
- **Demonstrated knowledge of community resources,**
- **Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate,**
- **Bilingual in English/Spanish preferred.**