

MANAGED CAREER SOLUTIONS



Managed Career Solutions, Inc. (MCS) has over 20 years experience providing high quality employment and training and human services to residents of the City and County of Los Angeles. MCS seeks to hire and retain team members who will strive to achieve our vision: *To Deliver World-Class Services to Our Customers*; and work within the framework of our mission: *To provide Quality Employment, Training, and Business Services to our community.*

Job Description – Job Developer/Case Manager (Los Angeles/Oxnard Area)

Reporting to the Leadership Team, the Job Developer/Case Manager is charged with developing business partners and unsubsidized employment opportunities for MCS sector initiatives and program participants, as well as working with the Leadership to identify new business opportunities.

Essential Functions

Duties include, but are not limited to:

- Development of creative, cost effective solution strategies to leverage and maximize partner, inter-company and inter-agency program resources to provide the greatest return on investment for the funding source and MCS
- Meet or exceed contractual placement goals.
- Development of unsubsidized employment opportunities for enrolled participants
- Data entry experience into CalJobs
- Establish working relationships with clients and employers
- Develop and maintain system for communicating job leads, disseminating employer information, and filing reference information for easy staff access
- Participant Case Management
- Develop strategic business partnerships to support current and future sector initiatives
- Develop unsubsidized employment opportunities for enrolled participants
- Enters data into WIOA WorkSource databases
- Management of Supportive Service Requests
- Assists Operations Team to develop monthly reporting for Leadership Team
- Attend funder Business Services meetings as required
- Develop job training programs within Employers and School in coordination with the Operations Team
- Knowledgeable in current hiring trends and industry standards
- Other duties as assigned by management

Essential Job Requirements

- A minimum of 2 years a case manager/job developer in a multi-program one-stop career center in the City or County of Los Angeles or similar program
- Minimum of 2 years working on a City of Los Angeles Sector Initiative or similar program
- Track record of developing grant-funded program opportunities
- Knowledge of WIOA Business Services
- Job placement experience
- Excellent computer and Microsoft Office skills

Minimum Requirements:

- B.A. from an accredited college combined with at least 5 years experience preferably in a grant-funded agency, OR equivalent experience with a track record of success
- Ability to pass a background check
- Car, valid Driver's License and insurance
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Personal Requirements:

- Must be a Team Player and have a “Can Do” attitude
- Strong personal mission to achieve excellence and develop positive outcomes for all stakeholders, colleagues, and the corporation.
- Willing and able to “Go that Extra Mile” to help people achieve success.

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Equal Opportunity Employer/Program

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