



# MCS

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 – Case Manager/Job Developer (Veterans)**

Reporting to the Program Management Team the Case Manager/Job Developer 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 performance goals.
- Participant Case Management
- Development of unsubsidized employment opportunities for enrolled participants
- Management of Supportive Service Requests
- Assists Operations Team to develop monthly reporting for Leadership Team
- Attend Business Services meetings as required
- Develop job training programs within Employers and School in coordination with the Operations Team
- 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 the Workforce Innovation and Opportunity Act (WIOA) and workforce practice in the City and County of Los Angeles
- 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

### **Personal Requirements:**

- Must be a Team Player
- Strong personal mission to achieve excellence and develop positive outcomes for all stakeholders, colleagues, and the corporation.
- Veteran desired but not required
- “Can Do” Attitude
- Willing and able to “Go that Extra Mile” to help people achieve success

### **Equal Opportunity Employer/Program**

**Managed Career Solutions**  
 3333 Wilshire Blvd., Suite 405  
 Los Angeles, CA 90010

Telephone (213) 381-3110  
 Facsimile (213) 381-6575

info@MCSCareergroup.com  
 MCSCalifornia.com