



POSITION: Program Specialist-Day Worker Center
REPORTS TO: Program Manager

Full-time
\$21-23 per hr.

ORGANIZATIONAL OVERVIEW: ConXión to Community (CTC) is a private non-profit established in 1977. Our vision is to enhance the value each person has in a community that nurtures success and fosters social equity. Our mission is—Opening doors to create new opportunities through culturally competent education, workforce development and social services so collectively we can create a better community. Our values: Equity/Opportunity/Education/Community/Culture/Advocacy/Leadership.

ConXión offers a competitive benefits package after 90-days: Medical, Dental, Vision, Life Insurance, Paid days off.

PROGRAM OVERVIEW: The DWC offers transitional employment to non-traditional job seekers by connecting local small businesses and homeowners with skilled day laborers while ensuring fair wages and good working conditions. Employers are largely homeowners who need immediate help with home repair, cleanup, or maintenance projects, and small business contractors. Day workers are provided with breakfast and lunch, skills training workshops, case management, hot showers, laundry services, work readiness workshops geared towards permanent employment, and support services. The Day Worker Center is open 7-days a week, from 7:00am-2:00pm.

GENERAL RESPONSIBILITIES: This position requires you to register and assess participants, case manage, job match, maintain center and work with other DWC Program Operators to guide and aid the unhoused to employment. The job description may not be a complete listing of all miscellaneous, incidental or other duties that may be assigned during normal operations.

- Interacts with a diverse client population to include homeless, exoffenders, veterans, immigrants and community partners.
- Program orientation for new participants and assist with registration documents
- Insure all forms are completed as required.
- Maintain client files.
- Provide assessment of skills to program participants
- Match participant to incoming job orders.
- Works as a team with Center staff to ensure program goals are being met.
- Supervision of Center participants during weekend hours.
- Rotating shifts for working Saturday and Sunday
- Work with the team to insure the Center is clean and secured
- May assist with the preparation, cooking, and distribution of meals to participants.
- Provides assistance to other DWC staff when necessary

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Ability to work well with people from all walks of life, economically and culturally.
- Degree in Social Work, Justice Studies or related preferred
- Minimum of two years' experience helping people obtain employment.
- Minimum two years case managing a hard-to-serve population
- Bi-lingual/bi-cultural Spanish required.
- Computer literacy, including Microsoft Office (Word, Excel and Outlook or Google).
- Clear and valid California driver's license and car insurance.
- Right to work in United States.
- COVID Vaccinated including booster.

TO APPLY EMAIL RESUME TO: LRChavez@conxion.org

EQUAL OPPORTUNITY EMPLOYER

R:4.1.22