



LAO FAMILY COMMUNITY DEVELOPMENT, INC.

Building healthy communities by helping families and individuals achieve self-sufficiency

www.lfcd.org

JOB ANNOUNCEMENT

Chaosarn S. Chao
President / C.E.O.

Job Title: Employment Counselor- Bilingual in Burmese Karen

Employment Status: Temporary

Oakland Office

Kathy C. Rothberg
Executive Director

Job Description: Under the supervision for the Project Coordinator, the Employment Counselor will perform community outreach, recruit eligible program participants, and job placements. The Employment Counselor will be given to empowerment with the refugee community including employment strategies, information, and referral, counseling, educational services, conduct intake and certification, and translation/ interpretation, provide job orientation, job search workshops, job counseling, job placement, on- the- job training (OJT) , job retention, follow-up, and case management for participates.

Oakland Main Office

2325 East 12th Street
Oakland, CA 94601
Tel: (510) 533-8850
Fax: (510) 533-1516

Major Duties:

Case Management:

- Assist applicants with intake form, certify and obtain supportive documents and enroll clients into the program
- Perform tracking of participants, input data, daily log, case notes, and job activities
- Develop resume and cover letter, prepare for job interview, and escort clients to interview as needed
- Follow up on job placements, job retention, and report them on the Unit Meeting
- Maintain existing employer contracts and continue to develop new businesses in the local area

San Pablo Office

1865 Rumrill Blvd.
Suite B
San Pablo, CA 94806
Tel: (510) 215-1220
Fax: (510) 215-1216

Job Counseling/ Individual Employment Plan:

- Lead job search, workshops, orientation session, interview, one-on-one and small group counseling
- Develop individual employment plans, identifies participant needs, and make appropriate referrals
- Provide training information to enhance participants' employability
- Assist in social adjustment such as: Medical, Food Stamps, General Assistance Application and follow up with the Alameda County Social Service Agency
- Provide labor market information, job fairs, job clubs, and job referrals
- Recommend and develop training plans, refers to appropriate training resources, and educational services

Sacramento Office

6901 Stockton Blvd.
Suite 340
Sacramento, CA 95823
Tel: (916) 393-7501
Fax: (916) 393-7574

Employers and Business Relationships:

- Target prospective employers with job openings at reasonable starting wages with fringe benefit
- Outreach into community to provide information, recruit clients, increase enrollments , and job placements
- Networks and teamwork with employment unit team, other components, and other services providers
- Build trust, maintain good relationship, and network with new business
- Represent LFCD at local collaborative community meetings, attend all the required trainings, employment related meeting or conferences as assigned
- Other duties assigned by Employment Director

Qualification:

- Bachelor Degree in Social Sciences / Business Administration is strongly preferred
- Minimum two years of counseling, instruction or training experience
- Ability to speak effectively in public, prepare written and oral report
- Work effectively under pressure, motivated, creative, and able to work well as a team
- Flexible work schedule and willing to work some evenings and weekends
- Proficient in Computer skills: MS Word, Excel, Power Point, and internet explorer
- Must have a car, insurance, and valid California Driver's

Salary range from: \$24,000 to \$ 30,000 annually, based on experience.

To apply: Please send your cover letter and resume to Employment Director at mquach@lfcd.org