

Date Posted: 08/27/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Career Center Coordinator

Employer/Agency: Contra Costa County

Job Description: The Contra Costa County Employment and Human Services Department (EHSD) is offering an excellent career opportunity for individuals interested in working as a Career Center Coordinator. The assignment for the current vacant position will be at the One-Stop Career Center located in San Pablo. Career Center Coordinators are responsible for coordinating and monitoring the day-to-day activities of a One-Stop Career Center to achieve specific outcomes for customers in accessing employment services; conducting on-site monitoring and review of partner agencies to ensure compliance with applicable contract provisions, employment program regulations, and applicable labor laws; coordinating and overseeing employment program activities with applicable divisions of the Employment and Human Services Department, other County departments, education providers, state agencies, and community agencies; conducting program evaluation and research activities, and backing-up staff in all areas as necessary with provision of core services such as orientations, resource room assistance and referrals to service providers.

Qualifications: **License Required:** Possession of a valid California Motor Vehicle Operator's License. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a Bachelor's degree from an accredited college or university with a major in social or behavioral sciences, vocational counseling, career guidance or a closely related field.

Experience: Three (3) years of full-time experience in vocational counseling, job development or job placement with at least one (1) year of which must have been as a supervisor.

Salary/Hours: \$28.68 - \$34.86 Hourly
\$2,294.60 - \$2,789.10 Biweekly
\$4,971.64 - \$6,043.06 Monthly
\$59,659.68 - \$72,516.72 Annually

Employer/Agency: Contra Costa County

Address: 651 Pine Street, 2nd Floor
City, State, Zip: Martinez, CA 94553-1292

Application Method: Applicants are encouraged to apply on-line at www.cccounty.us.hr, or, a completed Contra Costa County application and supplemental questionnaire must be received or postmarked by the final filing date listed above. Faxed applications **WILL NOT** be accepted. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see additional locations to apply on the reverse side of this announcement.

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you