

Workforce Target Navigator

About the Organization

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success.

Every day, we work to educate, empower and support motivated immigrants to better meet their needs—from feeding their families and advancing their education, to learning English and becoming American citizens. Canal Alliance strives for a trauma-informed approach and inclusive culture. We invest in high quality services, professional development and work-life balance.

Position Summary

Canal Alliance is seeking a Workforce Target Navigator. The Workforce Target Navigator focuses on the support and case management of clients in construction, Bus Operator, Latinos in Finance, and CNA programs. The Navigator provides guidance and coaching in workforce soft skills including preparing clients to enter the workforce through resume support, interview support, etc. This position is responsible for ensuring that clients reach the desired outcomes and provides overall support and coordination for Workforce Development. A successful candidate is passionate believer in the power of education to improve the lives of immigrants and their families. The Target Navigator reports to the WF Target Supervisor. This is a full-time, non-exempt position. Candidates should have the ability to work Monday-Friday from 9am-5pm PST, including occasional evenings and Saturdays. This is an in-person role with occasional hybrid opportunities and requires proof of Covid-19 vaccination. Candidates must live in the State of California.

Essential Functions

- Provide case management and progress monitoring for about 50-60+ adult clients
- Use a restorative justice and client centered approach to Identify needs of clients and arrange for access to support services
- Engage clients in their education by monitoring attendance in class, regularly communicating with students, and empowering students to own their educational journey
- Coach clients in workforce development soft skills from career entry to two years post placement
- Implement client outreach strategy, focused recruitment, client enrollment process, and work placement
- Track client progress at entry, program certification/graduation, and every 6 months
- Supports coordinating logistics with outside financial partners to bring financial literacy programs to clients in partnership with the WF Target Supervisor
- Work collaboratively and in partnership with internal Canal Alliance programs such as Adult Education, College to Career and with outside organizational partners including community college partners and industry partners

Requirements

- 1-2 years of case management experience and working with underserved populations
- Associate/Bachelor's Degree or 1-2 years experience in workforce development
- Bilingual in Spanish and English (REQUIRED)

- Proficiency in Microsoft Word, Excel and Outlook
- Experience working with Salesforce and/or other CRM (preferred)
- Canal Alliance requires all staff be COVID vaccinated with the exception of those who have medical or religious beliefs exemptions.

Knowledge, Skills, and Abilities

- Knowledge of workforce development systems
- Knowledge of soft skills support such as resume building, interviewing skills, and negotiations
- Ability to use cultural responsiveness with clients and staff
- Ability to establish positive and cooperative relationships with students/clients, staff, and partners
- Ability to collect, analyze and use data at the student/client level
- Ability to focus on results and inspire others to do the same

Compensation & Benefits

This is a full-time, non-exempt position with benefits. We offer a competitive salary with a benefits package that includes:

- Hourly pay range of \$26/hour
- 3 weeks paid vacation per year
- 12 days of sick leave per year
- 4 Wellness Days per year (one per quarter)
- Paid Birthday each year
- 16 paid holidays per year
- 100% paid employee medical & dental insurance, life insurance, LTD, and EAP.
- 403(b)-retirement plan with employer match of up to 4% after 3 months of employment.
- Voluntary benefits include FSA, vision, life, and pet insurance, as well as coverage for dependents.
- Telehealth for physical and mental health

Location

This position is fully on-site at our office in San Rafael with occasionally hybrid opportunity, requiring 4-5 days per week in office, and attendance at quarterly in-person staff retreats.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

Application Process

Please apply for this position by clicking this link

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/1849712>