

Job Description – Job Placement Specialist

Position: Job Placement Specialist

Reports to: Executive Director/Program Director Case Management

Status: Part-time non-exempt, 22.5 hours per week

Compensation Range: \$22.00 - \$27.00 hourly

LOCATION: Marin City, CA

Are you passionate about helping others through the nonprofit sector? Are you ready to grow your career with an organization that has a mission dedicated to enhancing community development and self-sufficiency through employment services, mental health support, and financial education? Then this role may be a perfect fit!

Position Overview:

Marin City Community Development Corporation is seeking a dedicated and versatile professional to serve as Job Placement Specialist and Administrative Assistant Clerical. Under the direction of and reporting to the Program Director. This position focuses on competitive integrated employment outcomes through job development, employer engagement, placement, and retention services in accordance with program, contract, and regulatory requirements. The ideal candidate will have strong coaching skills, experience in case management, and a passion for helping clients achieve stability and professional success.

Essential Duties and Responsibilities

Participant Employment Services

- Provide individualized job placement services to program participants, including individuals with disabilities and other barriers to employment
- Conduct vocational assessments to identify skills, interests, abilities, and employment goals
- Assist participants with job readiness activities such as resumes, applications, interview preparation, and workplace soft skills

- Support participants in securing **competitive integrated employment** consistent with DOR and workforce program standards

Job Development & Employer Engagement

- Develop and maintain relationships with local employers, community partners, and employment vendors
- Identify and secure job leads aligned with participant vocational goals and functional abilities
- Advocate with employers to promote inclusive hiring practices and reasonable accommodations
- Coordinate interviews, job trials, and hiring activities
- Educate employers on program services and ongoing support available to promote successful placements
- Assist with permanent, transitional employment, supportive employment, and other employment, and work adjustment placement opportunities

Placement, Retention & Follow-Along Services

- Facilitate job placement and document employment outcomes including wages, hours, and job duties
- Provide follow-along services to support job retention and successful employment outcomes
- Address workplace challenges collaboratively with participants, employers, and program staff
- Support career advancement and long-term employment stability when applicable

Documentation, Compliance & Reporting

- Maintain accurate, timely, and compliant case notes and employment records in accordance with DOR, WIOA, and other funding source requirements
- Track and report measurable outcomes such as placements, retention milestones, and service delivery
- Ensure documentation supports billing, audits, and monitoring reviews
- Adhere to confidentiality and data integrity standards
- Administrative Tasks, clerical, Customer Relationship Management (CRM)

Collaboration & Program Support

- Work collaboratively with vocational counselors, case managers, and program leadership

- Participate in interdisciplinary team meetings, trainings, and quality assurance activities
- Support continuous improvement and contract performance goals

Minimum Qualifications

Required

- Bachelor's degree in Human Services, Rehabilitation, Social Work, Business, or a related field, or equivalent experience
- Minimum of 1–2 years of experience in job placement, vocational rehabilitation, workforce development, or employment services
- Demonstrated experience working with individuals with disabilities and/or populations with barriers to employment
- Knowledge of competitive integrated employment principles
- Strong written, verbal, and interpersonal communication skills
- Proficiency with case management databases and Microsoft Office

Preferred

- Experience working with California Department of Rehabilitation (DOR) programs
- Familiarity with WIOA, workforce grants, or other public funding sources
- Bilingual (Spanish or other threshold languages)
- Job development or employer outreach experience

Physical & Work Environment

- Ability to travel locally to employer sites, partner agencies, and participant locations
- Combination of office, community, and field-based work

Know someone who would be a great fit? Feel free to send their resume to Harald Junker, Finance Director | Human Resources at hjunker@marincitycdc.org.

About Marin City Community Development Corporation

Since 1979, Marin City CDC has provided employment, educational, and community services to Marin and surrounding counties. Our mission *“...is to enhance community development and economic self-sufficiency through employment services, mental health support, and financial education.”* We successfully fulfill this mission by identifying client needs, designing individual service plans, and invigorating career goals through educational programs and training that works.

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