

Job Description – West San Gabriel Valley WIA Program Manager I

Reporting to the Leadership Team, this multi-funded position has operating responsibility for meeting and exceeding contractual outcomes for the San Gabriel Valley Work Source Center programs. Seeking a highly engaged self-starter who has a track record of success, and the determination to what it takes to not only meet but to exceed customer expectations for program excellence and customer service. The Program Manager I is a member of the Operations Team.

Essential Functions

Duties include, but are not limited to:

- Development of creative, cost effective solution strategies to leverage and maximize partner, inter-company and inter-agency program resources to provide the greatest return on investment for funding source and MCS
- Oversees the Monterey Park Work Source programs and insures that are met and exceeded
- Ensure that all contract deliverables are achieved and exceeded according to the work plan developed for each program
- Participant File Management and Quality Assurance
- Marketing, outreach and recruitment
- Train and mentor staff to meet quality standards and contractual goals for all works source programs
- Scheduling MIS training in accordance with funding source requirements
- Monthly Reports to the Executive Management & Leadership Team
- Other duties as assigned

Essential Job Requirements

- A minimum of three years working in a multi-funded agency in a management level position having City and County of Los Angeles and state contracts or similar experience
- Knowledge of and ability to enter data into JTA or similar data management systems
- Excellent working knowledge of WIA case management processes and procedures as defined by the County of Los Angeles or similar program
- Ability to inspire, lead and manage staff to meet and exceed customer expectations
- Excellent computer, Data Entry , Internet and Microsoft Office skills

Minimum Requirements:

- B.A. from an accredited college combined with at least 5 years experience working in local, federal and state funded grant programs
- Strong knowledge of the Workforce Investment Act and workforce practice in the County of Los Angeles
- Hands-on manager: computer literate in JTA
- Not less than 3 years of successful program management or similar experience
- Ability and flexibility to work non-standard business hours when necessary
- Ability to pass a background check
- Car, valid Driver's License and insurance

Personal Requirements:

- Must be a Team Player
- Strong personal mission to achieve excellence and develop positive outcomes for all stakeholders, colleagues, and the corporation
- “Can Do” Attitude
- Willing and able to “Go that Extra Mile” to help people achieve success.

Email Resumes to: info@mcsrehab.com

Equal Opportunity Employer/Program