



342 San Fernando Road, Los Angeles, CA 90031

CURRENT JOB OPENINGS

(323) 223-1211 • FAX (323) 539-2046
 www.goodwillsocal.org ~ resumes@goodwillsocal.org

Monday, January 9, 2012

Application Hours
8:30 a.m. to 4:00p.m.
 Monday–Friday

Goodwill employment practices provide that all individuals be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications and that they be treated equally in all respects without regard to age, race, gender, color, national origin, ancestry, marital status, sexual orientation, religious creed, pregnancy or disability. Persons with disabilities are encouraged to apply. Values-based employer

~ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE NOTIFIED~

POSITION	STATUS	DEPARTMENT	QUALIFICATIONS
VICE PRESIDENT OF RETAIL OPERATIONS Please use reference number when applying:A926	1 full time	LA	Establishes, implements, and directs the Company's Retail program including collection and purchase of inventory for sale in retail stores; store site selection, merchandising and operations; transportation department; and salvage operations to achieve maximum contribution for the agency's programs and overhead. Serves as a member of the Executive Staff. Directs the Retail Department's operating activities and drives the Retail sales and contribution goals. Ensures processes are in place to recruit, train, and retain Retail staff. Accountable for managing customer service performance within the Retail Department. Collaborates with Marketing & Community Relations in the development of retail special events, promotions and advertising, and marketing plans. 10 years of managerial and supervisory experience. 15 years of retail experience. Bachelor's degree from four-year college or university required. Master's degree or equivalent preferred. Possesses a valid driver's license and state-required auto insurance.
VICE PRESIDENT WORKFORCE AND CAREER DEVELOPMENT Please use reference number when applying:A955	1 full time	LA	Directs, coordinates and is responsible for the programs and policies of the Workforce and Career Development division. Acts as a community liason. Establishes and monitors performance goals. Provides guidance and supervision to staff in the division. Seeks, plans and establishes new programs of service to be offered to jobseekers and businesses in Goodwill's surrounding communities. Serves as a member of Executive Staff. Develops and monitors long range strategic plans to effectively place the organization in a competitive position within the local community. Develops and manages workforce and development services for persons with disabilities and other barriers to employment. Develops, maintains, and monitors annual department budget of \$18+ million dollars per year. Plans, directs and maintains an effective outcome measurement system for all WCD locations that ensures contract compliance, fiscal responsibility, customer/funder satisfaction, effectiveness and efficiency of program offerings. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. 7 years of managerial and supervisory experience. 10 years of non-profit experience. Master's degree or equivalent required. Possesses a valid driver's license and state-required auto insurance. Required to travel several times per month (25% to 50% of the time). Non-profit experience required. Spanish / English bilingual preferred.

<p>VICE PRESIDENT BUSINESS AND COMMUNITY CONTRACTS</p> <p>Please use reference number when applying:A901</p>	<p>1 full time</p>	<p>LA</p>	<p>Direct Community-based Contracts, Secure Shredding, e-Recycling, Assembly & Fulfillment, and Technology Sales programs. Develops and directs the Company's environmental sustainability processes. Establishes and directs annual budgets for Community Based Services (CBS) and Contracts & Environmental Services (CES) Departments. Directs the identification, negotiation, and execution of work contracts for CBS and CES Departments, including all Nish-related activities and interactions. Participates in relevant community activities and organizations to establish and maintain the Company's image with the public, business and government sectors. Ensure compliance with all environmental regulations 5 years of managerial and supervisory experience. 10 years of business operations experience. Bachelor's degree from four year college or university required. Master's Degree in Business Administration preferred. Must have Valid CA driver's license, proof of insurance and clean DMV</p>
<p>TIME STUDY TECHNICIAN</p> <p>Please use reference number when applying:A971</p>	<p>1 full time</p>	<p>LA</p>	<p>This position is responsible for Conducting productivity measurements for workers with severe disabilities, in compliance with Department of Labor 14c Regulations. Observes the workers to ensure that the task being evaluated is executed according to the provided task analysis. Also evaluates whether the appropriate level of behavior intervention is being provided. Provides detailed daily reports concerning the task and behavior intervention. Compiles and evaluates productivity and statistical data to validate and determine the reliability of the measurement results. Researches the variances in the measurements and attempts to explain. Interested candidates must have excellent report writing and communication skills. Must be a self-starter and able to work with minimal supervision. Must also possess good analytical skills and excellent attention to detail. Minimum of two years of college with three years general office or technical experience. Knowledge of Time Studies and DOL 14c Regulations a plus. Experience working with individuals with disabilities and ADA knowledge preferred. Valid California driver's license and current automobile insurance as required by law.</p>
<p>ADMINISTRATIVE ASSISTANT</p> <p>Please use reference number when applying:A975</p>	<p>1 full time</p>	<p>LA</p>	<p>This position coordinates the intake process, department review, and workflow for intra-Company marketing requests. They will also be responsible for coordinating the production, printing, and distribution of marketing collateral, advertising and promotional materials. Works with outside vendors to produce accurate estimates for marketing requests and negotiates vendor price. Assists with department administration, including but not limited to: Standard operating guides, maintaining files and archives, appointments and calendars, meetings and travel plans, correspondence, timecards, purchase orders, expense reports, invoicing, equipment, supplies, and mail. Minimum of 3 years of administration experience. Previous experience in marketing/ community relations environment preferred. Bachelor's Degree from four year college or university preferred. Must have Valid CA driver's license, proof of insurance and clean DMV</p>
<p>PAYROLL MANAGER</p> <p>Please use reference number when applying:A969</p>	<p>1 full time</p>	<p>LA</p>	<p>This position is responsible for all payroll functions. Manages the preparation, distribution, and reporting processes for payroll. Oversees the calculation of wages, overtime, and deductions to ensure compliance with federal and state laws for approximately 2,000 employees plus summer youth workers. Ensures that payments and reports are disbursed timely and accurately. Establishes policies and procedures for the payroll function. Requires a bachelor's degree in a related area and at least 7 years experience in the field. Relies on experience and judgment to plan and accomplish goals. familiar with a variety of field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Manages payroll staff; reports to the Controller.</p>
<p>TRAINER</p> <p>Please use reference number when applying:A929</p>	<p>1 full time</p>	<p>LA</p>	<p>Delivers in-house and/or online training programs, while providing customized training to Company personnel at the direction of the Director of Organizational Development. Conducts training and follow-up visits as needed at remote locations. Keeps curricula fresh and maintains clerical duties for all assigned courses. Works with Subject Matter Experts (SMEs) to bring real-world experiences to the classroom. Plans and implements corporate training calendar, policies and procedures. Research's new training techniques and suggests enhancements to existing training programs. Must have at least 3 years of training experience. Bachelor's degree from four-year college or university. Possesses a valid driver's license and state-required auto insurance.</p>
<p>ENVIRONMENTAL HEALTH & SAFETY MANAGER</p>	<p>1 full time</p>	<p>LA</p>	<p>This position is responsible for the reduction of work-related injuries and illnesses and facilitating external compliance inspections. Serves as the Company's expert on HIPAA regulations and serves as the Company's HIPAA Privacy Officer. Supervises the EHS Coordinators. Administers all</p>

Please use reference number when applying: A852			aspects of Environmental, Health & Safety training throughout the entire organization. Implements and manages a centralized electronic Material Safety Data Sheet (MSDS) repository. Administers EHS compliance with all applicable industrial, environmental, health and safety laws and regulatory requirements; including the Company's Illness and Injury Prevention Plan. (IIPPs) Manages the Worker's Compensation program for all employees. 4 years of managerial and supervisory experience. 7 years of Environmental, Health & Safety experience. Bachelor's degree from four-year college or university in a related field required.
INFORMATION TECHNOLOGY TECHNICIAN Please use reference number when applying: A873	1 full time	LA	Provides onsite and remote technical support to the Company's computer systems, network and voice infrastructure. Supports, tests and repairs desktops, laptops and POS registers including monitors, keyboards, printers, software applications and all other computer related accessories. Supports, tests and repairs telephone systems and telephone lines. Supports tests and repairs the Company's data and voice infrastructure. Assists in on call night and weekend support rotation. 1-2 years of technical troubleshooting experience. Possesses a valid driver's license and state-required auto insurance. Required to travel extensively (> 50% of the time).
LOSS PREVENTION INVESTIGATOR Please use reference number when applying: A944	1 full time	LA	The Loss Prevention Investigator prevents, detects, investigates resolves and documents internal and external losses, theft related matters, workplace violence and employee misconduct, and provides exceptional customer service in the process at all Goodwill locations. 3 years of loss prevention or investigation experience. High school diploma or general education degree (GED) required. Bachelor's degree from a four-year college or university preferred. Trained in Wicklander & Zulawski Interview and interrogation. Preferred. Possesses a valid driver's license and state-required auto insurance.
CES OPERATIONS MANAGER Please use reference number when applying: A953	1 full time	LA	Manages the day-to day operations of all CES client-related programs. Ensures the effective functioning of Secure Shredding, Computer Recycling, Assembly and Fulfillment, and Computer Sales. Works collaboratively within the department to ensure 14c compliance. Manages standard-setting and the measurement of client productivity. Ensures measurements are conducted every six months for each individual client. Ensures detailed records of all time studies conducted are maintained. Meets with Program Manager - FFS regarding individual client issues and collaborates with counselors regarding resolutions. Reviews Trainee productivity measurements for consistency and accuracy. Observes Trainees as part of the review process, as needed. Conducts 14c and AbilityOne compliance reviews and monitors corrective action. Conducts internal audits to ensure 14c compliance. This job supervises 5-7 staff. 2 years of managerial experience. 4 years of supervisory experience. Associate's degree or equivalent from two-year college or technical school preferred. Possesses a valid driver's license and state-required auto insurance.
SERVICE COORDINATOR Please use reference number when applying: A970	1 full time	LA	Responsible for achieving all contract outcomes and measures. Monitors participant budgetary and spending goals in line with City/County and Goodwill guidelines. Supervises Career Advisors. Ensures enrollments, placements and service delivery. Compile center data and report progress and outcomes to Program Manager. Oversees management of individual service plans for customers of the WorkSource Center. Monitors all files according to City/County and Goodwill standards. Verifies funding eligibility for all activity. Supervises, trains, and develops Career Advisors and Intake Specialists. Oversees staff to meet enrollment and placement goals as specified by contract agreements. Actively pursues new services relationships with community businesses. Develops relationships with training schools and conducts visits to ensure that sites are in compliance with the funder's requirements. 2 years of supervisory experience. 2 years of sales and job development experience. Bachelor's degree from four-year college or university required. Possesses a valid driver's license and state-required auto insurance. Required to travel extensively (> 50% of the time). Spanish / English bilingual preferred. WIA knowledge preferred.
WCD MARKETING MANAGER Please use reference number when applying: A949	1 full time	LA	The WCD Marketing Manager works under the supervision of the Director of WCD Business Relations & Placement Services to promote WCD services to the business community through media relations, partnerships, presentations, and advertising. Develops a marketing campaign that drives business customers to the company in order to meet their needs and promotes mission integration beyond the scope of Retail. Works in cooperation with the company's Community Relations Department and Contracts Department to ensure brand alignment prior to implementation. Bachelor's degree from four year college or university required. Three years of sales and marketing strategy experience. Possesses a valid driver's

			license and state-required auto insurance.
CAREER ADVISOR Please use reference number when applying: A923	1 full time	LA	Provides employment-related services to customers of the WorkSource Center. Assesses customers for services needed to remove barriers to employment to include skills, and interest assessments. Develops employment plan and refers to appropriate services. Monitors customer services from enrollment until end of follow-up period. Develops trusting and open relationship with customers. Supports the customer through transitions and assist with decision-making and goal setting. Assists customers with removing barriers to employment. Facilitates workshops on a regular basis that will allow the customer to develop skills to remove barriers to employment that will lead to self-sufficiency. 1 year of case management or job development experience. Bachelor's degree from four-year college or university preferred. Must have intermediate knowledge of computer programs in a Windows environment, including Word, Excel and E-mail. Possesses a valid driver's license and state-required auto insurance.
QUALITY ASSURANCE TECHNICIAN Please use reference number when applying: A943	1 full time	LA	Ensures full deployment and ongoing maintenance of all established quality improvement and performance excellence processes and activities of the Workforce & Career Development (WCD) operated WorkSource Centers. Duties include but are not limited to reviewing and ensuring the quality of the work of Worksource staff and compliance, especially in terms of ethical, legal, federal, state, local funder, program, contract, Company, and CARF Accreditation requirements. 3 years of Workforce Investment Act experience. High School diploma or general education degree (GED) required. Associates degree or equivalent from two-year college or technical school preferred. Possesses a valid driver's license and state-required auto insurance.
GRANTS MANAGER Please use reference number when applying: A846	1 full time	LA	Researches, cultivates and solicits corporate and foundation donors and donor prospects. Creates opportunities for donor involvement with Goodwill Southern California and develops & implements recognition & stewardship activities for foundation & corporate donors. Acquires & maintains a sound knowledge & understanding of Goodwill programs, social enterprise businesses, financials & strategic goals. Minimum 5 years of corporate & foundation fund raising experience. BA degree required. Excellent writing & communication skills, ability to meet deadlines with minimal supervision and knowledge of the Raiser's Edge database software.
FACILITIES TECHNICIAN I Please use reference number when applying: A956 – A957	1 full time 1 full time Temporary	LA	Performs maintenance, repairs, and improvements of buildings, furniture, grounds, and equipment including emergency repairs at all Company locations. High school diploma or general education degree (GED) required. One year certificate from college or technical school preferred. Possesses a valid driver's license and state-required auto insurance.
ACCOUNTANT – BUSINESS OFFICE Please use reference number when applying: A909	1 full time	LA	Assist in all general ledger accounting areas, maintains back account activities, fixed asset systems, handling month-end closing, amortization tables, special reporting, research of discrepancies, analyses, and other responsibilities as assigned. 2 -3 years of accounting work experience. AA degree required and BA degree preferred. Knowledge of Word, Excel.
PROCUREMENT CLERK Please use reference number when applying: A916	1 full time	LA	Obtain and verify the receipt of supplies from vendors based on approved purchase orders and ensure delivery to individual departments/stores in a timely manner. Ensures the timely and accurate receipt of goods from vendors and document items received, damaged, or returned. Fulfills purchase requests from other departments and stores on a timely basis for office, janitorial and retail supplies. Ensures the timely delivery of purchase requests to the various departments and to the stores. 1-2 years of relevant work experience. Must have basic knowledge of computer programs in a Windows environment, including Word, Excel and E-mail. Possesses a valid driver's license and state-required auto insurance.
YOUTH PROGRAM COORDINATOR Please use reference number when applying: A885	1 full time	EI Monte	Under the supervision of the Director of Youth Services, the Program Coordinator-Youth is responsible for day-to-day management of the center's Career Advisors, coordination of communication between Career Advisors and network partners, and supervision of Career Advisor data collection for evaluation. Responds to concerns, problems or needs of youth using WIA services that cannot otherwise be dealt with by the Youth Career Advisors. Meets regularly with Youth Career Advisors to provide guidance, direction and assistance in managing their assigned duties. Driving is an essential part of this job. Must have own transportation; valid California driver's license; current auto insurance, as required by law. 1 year of supervisory experience. 2 years of youth and job developing experience. Bachelor's

			degree from four-year college or university required.
YOUTH CAREER ADVISOR Please use reference number when applying: A976 & A977	1 full time 1 full time	LA Pomona	Under the supervision of the Program Coordinator, Site & Program Manager, and Director of Youth Services or the Director of Youth Services, the Youth Career Advisor is responsible for assessing the clients' need for services and providing appropriate case management to help the clients reach employment and education goals. This position is based on grant funding and therefore includes the WIA Formula Youth Program, Summer Youth Employment Program and any other youth programs(s) in the contract. Performs data entry into JTA, ISIS, GoodTrak and any other mandated database as required by the contract and/or GSC. Ensures that youth receive appropriate employment linkages and other services. Maintains contact with network partners to ensure that youth are receiving appropriate services. 1 year of working with disadvantaged or at-risk youth and clerical experience. Associate's degree or equivalent from two-year college or technical school required. Bachelor's degree preferred. Bilingual Spanish preferred. Possesses a valid driver's license and state-required auto insurance
YOUTH CAREER ADVISOR Please use reference number when applying: A974	1 part time Temporary	Hollywood	Under the supervision of the Program Coordinator – Mom Grant Youth, the Youth Career Advisor – Non Grant is responsible for assessing the clients' need for services and providing appropriate case management to help the clients reach employment and education goals. Develops unsubsidized jobs for program participants. Works with business partners, other Youth Career Advisors, Networking Collaborative, Partners, GSC Placement Services staff and other GSC staff to ensure youth receive appropriate employment linkages and other services. Monitors worksites as per program guidelines. Associates Degree preferred. Possesses a valid driver's license and state-required auto insurance
JOB COACH Please use reference number when applying: A964	1 full time	LA	Provides supervision to clients with developmental disabilities to ensure that they are able to reach the stabilization point on their jobs. Oversees client work performance in individual or group/enclave placements and provides hands on assistance where necessary. High School/ GED education required. 1 year of relevant experience. Basic writing skills and own transportation. Must have Valid CA driver's license, proof of insurance and clean DMV.
WCD CLERK – DATA ENTRY RETENTION SPECIALIST Please use reference number when applying: A968	2 part time	LA	The Data Entry/Retention Specialist is primarily responsible for entering WCD program data into databases and following up on all placements made by WCD staff throughout the year to see if the individuals have retained their employment or if they need assistance in finding new employment, while ensuring the integrity of all the information entered into the database and protecting the privacy of all the individuals. Enters data into GoodTrak Flash, and any other appropriate databases on a daily basis, meeting the performance standards and expectations set forth by the department. Must have basic knowledge of computer programs in a Windows environment, including Word, Excel and E-mail. Ability to type 40 wpm. Bilingual Spanish preferred
HEALTH OFFICE MEDICAL ASSISTANT Please use reference number when applying: A951	1 full time	LA	The Medical Office Assistant is responsible for rendering emergency care and facilitating the work of the Medical Office Supervisor by performing medical/clinical duties. Performs initial interviews and assessments of patients through written medical complaints received during the interview/intake process. Includes but not limited to identifying chief complaints; taking vital signs, symptoms, and other basic assessments discussed with patients. Carries out first aid measures as required based on an employee's need. Knows when to notify outside emergency medical responders (911). Assists the Medical Office Supervisor and First Aid Center staff with organizing files and retrieving medical records when necessary. 2 Years of Medical/First Aid office experience. 2 Years of First Aid/CPR experience. One year certificate from college or technical school required. Certified Medical Assistant certification or completion of other Medical Assistant-relate classes is required. Licensed CAN certification or completion of other medical-related classes is preferred.
LEAD ASSET PROTECTION SPECIALIST			Assists Security and Loss Prevention departments in a non-Security capacity. Monitors surveillance camera systems, provides reception, administrative and informational services, creates reports and provides exceptional customer service in the process. Observes and reports conditions and incidents to Security or Loss Prevention representatives with

Please use reference number when applying: A950			a high standard of alertness, responsibility, and confidentiality. Fulfills duties of an Asset Protection Specialist and also assists Security and Loss Prevention Managers in leading, organizing and developing other Security & Loss Prevention employees. 3 years of security or loss prevention experience preferred.
CUSTODIAN Please use reference number when applying: A896	1 full time	Santa Monica	Performs a full range of custodial services at Company facilities Performs daily cleaning tasks as assigned, including floor stripping and waxing, window washing, pressure washing and restroom cleaning. Maintains clean and sanitary conditions throughout. Maintains custodial equipment and supplies in neat, orderly condition. Shift flexibility and overtime when needed.
STOCKER Please use reference number when applying: A948	1 full time	El Segundo	Restocks Commissary store shelves with product. Stock and clean store shelves; keep aisles clear of boxes and stocking residue. Properly rotate product, being alert to expiration dates. Interact cooperatively with Government Commissary personnel and customers. Shift flexibility and overtime when needed.
ADC DISTRICT MANAGER Please use reference number when applying: A958	1 full time	LA	Supervise and develop ADC attendants maintaining established donation centers within assigned district. Manages daily operations of assigned ADC sites and Book Stores. Ensures proper cash reconciliation at assigned sites. Coordinates with the Transportation Department to ensure timely collection and distribution of donated product. Responsible for meeting or exceeding district donation goals. Participates in the formulation of ADC strategy and policies. Actively seeks out community partners to increase the flow of donations. Generates and verifies the accuracy of the weekly donation reports. Trains and monitors ADC attendants for compliance with Company safety rules and techniques. Manages employee scheduling at all sites and is responsible for all employee time sheets. 5 years of supervisory experience. 8 years of related work experience. Associate's degree or equivalent from two-year college or technical school preferred. Possesses a valid driver's license and state-required auto insurance.
CLEARANCE CENTER MATERIAL HANDLER Please use reference number when applying: R-CCMH	3 full time	LA	Unload trucks and place material in correct area. Constant lifting, pushing and pulling awkward materials up to 75 lbs. Ability to communicate in English.
TRUCK DRIVER CLASS A Please use reference number when applying: R-DCLA	1 full time	LA	Drives tractor/trailers and straight trucks as assigned to deliver and/or collect goods. Regularly inspects vehicle and fills out daily inspection forms. Exchanges donation trailers. Loads, secures and unloads goods. 2-3 years of Class A driving experience. High school diploma or general education degree (GED) required. Valid CA Class A driver's license. Possesses a valid driver's license and state-required auto insurance. Good driving record, with no more than two points on DMV record within 12 months.



SAN FERNANDO VALLEY AREA
 14565 Lanark Ave, Panorama City, CA 91402

CURRENT JOB OPENINGS

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 www.goodwillsocal.org ~ resumes@goodwillsocal.org

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Persons with disabilities are encouraged to apply. Values-based employer

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POSITION	STATUS	DEPARTMENT	QUALIFICATIONS
PROGRAM SUPERVISOR – SUPPORTED EMPLOYMENT Please use reference number when applying: A936	1 full time	Valley	Assists the Program Manager - FFS in the planning, organization, administration, and supervision of the activities and functions of the department. Provides training and supervision to Job Coaches. Develops and implements continuous quality improvement measures for SEP. Assumes responsibility for meeting Strategic Plan goals in the Supported Employment Program (SEP). Operates and monitors various programs and services, and is accountable for meeting the budget (+ or - 15%). Provides training and supervision to Job Coach staff. Performs facility tours for interested clients and makes recommendations for inclusion in the Work Activity or other appropriate programs; completes intake and new hire paperwork/orientation for new clients enrolled in the SEP. Provides client counseling, crisis intervention and case staffing as needed. 1 year of supervisory experience. 1 year of program implementation experience. Bachelor's degree from four-year college or university required. Possesses a valid driver's license and state-required auto insurance.
EMPLOYMENT SERVICES SPECIALIST-DOR Please use reference number when applying: A959	1 full time	Valley	Provides intensive employment preparation, job placement and job development services to participants referred by the Department of Rehabilitation. Monitors use of equipment including computers, telephones, TTYs, Sorensen Video Conference stations and resource materials. Provides classroom instruction to groups and individuals on job seeking skills and techniques, motivation, resume preparation, application completion, job retention and Internet use for job search. Confers with clients and referring counselors. Works with participants on job development and job search strategy. Oversees caseload from intake to placement including enrollment, service plan, counseling, job search, placement and retention. 1 Years of Job Development experience. Bachelor's degree from four-year college or university preferred. Possesses a valid driver's license and state-required auto insurance.
EMPLOYMENT SERVICES SPECIALIST Please use reference number when applying: A938	1 full time	Valley	The Employment Service Specialist provides employment preparation, job placement and job development services to public job seekers in the Job Services Center. Reviews Job Service Center services with first time customers. Monitors Job Service Center's resource library, computers/phones/printer/copier/fax and resource materials to ensure they are available and in good operating condition. Prepares workshop materials and conducts job preparation skills workshops such as resume writing, job search, interviewing skills. 3 years of non-profit or related experience. Bachelor's degree from four-year college or university preferred. Possesses a valid driver's license and state-required auto insurance.
BUSINESS SERVICE REPRESENTATIVE Please use reference number when applying: A963	1 full time	Van Nuys	The Business Service Representative provides job search, resume writing and interview skills assistance to job service center customers; markets Goodwill's no-cost recruitment services to businesses; matches job seekers with job orders; collaborates and teams with Goodwill staff and agency partners to optimizes job placements. 3 years of non-profit or related experience. Bachelor's degree from four-year college or university preferred. Possesses a valid driver's license and state-required auto

Human Resources

			insurance.
TIME STUDY TECHNICIAN Please use reference number when applying: A972	1 full time	Valley	This position is responsible for Conducting productivity measurements for workers with severe disabilities, in compliance with Department of Labor 14c Regulations. Observes the workers to ensure that the task being evaluated is executed according to the provided task analysis. Also evaluates whether the appropriate level of behavior intervention is being provided. Provides detailed daily reports concerning the task and behavior intervention. Compiles and evaluates productivity and statistical data to validate and determine the reliability of the measurement results. Researches the variances in the measurements and attempts to explain. Interested candidates must have excellent report writing and communication skills. Must be a self-starter and able to work with minimal supervision. Must also possess good analytical skills and excellent attention to detail. Minimum of two years of college with three years general office or technical experience. Knowledge of Time Studies and DOL 14c Regulations a plus. Experience working with individuals with disabilities and ADA knowledge preferred. Valid California driver's license and current automobile insurance as required by law.
JOB COACH Please use reference number when applying: A856	1 full time	Valley	Provides supervision to clients with developmental disabilities to ensure that they are able to reach the stabilization point on their jobs. Oversees client work performance in individual or group/enclave placements and provides hands on assistance where necessary. High School/ GED education required. 1 year of relevant experience. Basic writing skills and own transportation. Must have Valid CA driver's license, proof of insurance and clean DMV.
JOB COACH Please use reference number when applying: A855	1 part time	Valley	Provides supervision to clients with developmental disabilities to ensure that they are able to reach the stabilization point on their jobs. Oversees client work performance in individual or group/enclave placements and provides hands on assistance where necessary. High School/ GED education required. 1 year of relevant experience. Basic writing skills and own transportation. Must have Valid CA driver's license, proof of insurance and clean DMV.
CLEARANCE CENTER MATERIAL HANDLER Please use reference number when applying: R- CCMH	3 full time	Valley	Unload trucks and place material in correct area. Constant lifting, pushing and pulling awkward materials up to 75 lbs. Ability to communicate in English.
CLEARANCE CENTER STORE ASSOCIATE Please use reference number when applying: R- CCSA	3 full time	Valley	Perform general sales functions and general housekeeping. Must be able to do heavy lifting, pushing and pulling up to 40 lbs; able to work variable schedule; able to communicate in English; and have good knowledge of basic Math. Must be punctual and dependable. Other duties assigned.



SAN BERNARDINO AREA
8120 Palm Lane, San Bernardino, CA 92402

Human Resources

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Persons with disabilities are encouraged to apply. Values-based employer

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POSITION	STATUS	DEPARTMENT	QUALIFICATIONS
BUSINESS SERVICES REPRESENTATIVE APPLICANT PENDING Please use reference number when applying: A935	1 full time	San Bernardino	The Business Service Representative provides job search, resume writing and interview skills assistance to job service center customers; markets Goodwill's no-cost recruitment services to businesses; matches job seekers with job orders; collaborates and teams with Goodwill staff and agency partners to optimizes job placements. 3 years of non-profit or related experience. Bachelor's degree from four-year college or university preferred. Possesses a valid driver's license and state-required auto insurance.
PLACEMENT SERVICES REPRESENTATIVE Please use reference number when applying: A947	1 full time	Murrieta	Provide job placement services to public job seekers to help place them in jobs. Provides recruitment services to businesses to help with their hiring needs. Assesses the employers hiring needs and determines how Goodwill can best serve their business. AA Degree or technical school required. 3 Years of Non- Profit or Related Experience.
EMPLOYMENT SERVICES SPECIALIST APPLICANT PENDING Please use reference number when applying: A954	1 full time	San Bernardino	The Employment Service Specialist provides employment preparation, job placement and job development services to public job seekers in the Job Services Center. Reviews Job Service Center services with first time customers. Monitors Job Service Center's resource library, computers/phones/printer/copier/fax and resource materials to ensure they are available and in good operating condition. Prepares workshop materials and conducts job preparation skills workshops such as resume writing, job search, interviewing skills. 3 years of non-profit or related experience. Bachelor's degree from four-year college or university preferred. Possesses a valid driver's license and state-required auto insurance.
YOUTH CAREER ADVISOR Please use reference number when applying: A942	1 full time	Victorville	Under the supervision of the Program Coordinator, the Youth Career Advisor is responsible for assessing the clients' need for services and providing appropriate case management to help the clients reach employment and education goals. Develops unsubsidized jobs for program participants. Works with business partners, other Youth Career Advisors, Networking Collaborative, Partners, GSC Placement Services staff and other GSC staff to ensure youth receive appropriate employment linkages and other services. Monitors worksites as per program guidelines. Associates Degree preferred. Possesses a valid driver's license and state-required auto insurance
ADMINISTRATIVE ASSISTANT APPLICANT PENDING Please use reference number when applying: A967	1 full time	Coachella Valley	Performs a variety of secretarial and administrative tasks requiring independent judgment and action for the Program Manager – Fee For Service and other department staff. Interacts daily with the Program Manager, Counselors and Contracts & Environmental Services (CES) staff. Reviews Daily Production Logs and creates client time sheets. Keeps statistical and other programmatic data current. Answers phone calls and directs them to the appropriate person. Coordinates meetings, conferences and phone calls; schedules appointments and maintains a consolidated calendar for the Program Manager – Fee For Service and Case Managers. Produces, formats, edits, proofreads, duplicates, collates and mail correspondence, reports, briefings, memoranda, publications, presentation materials, manuals, forms and other projects, Independently prepares original correspondence for Program Manager's signature. 1 year of office/clerical experience.

			Must have advanced knowledge proficiency of computer programs in a Windows environment, including Word, Excel, and E-mail. Possesses a valid driver's license and state-required auto insurance.
TIME STUDY TECHNICIAN Please use reference number when applying: A973	1 full time	San Bernardino	This position is responsible for Conducting productivity measurements for workers with severe disabilities, in compliance with Department of Labor 14c Regulations. Observes the workers to ensure that the task being evaluated is executed according to the provided task analysis. Also evaluates whether the appropriate level of behavior intervention is being provided. Provides detailed daily reports concerning the task and behavior intervention. Compiles and evaluates productivity and statistical data to validate and determine the reliability of the measurement results. Researches the variances in the measurements and attempts to explain. Interested candidates must have excellent report writing and communication skills. Must be a self-starter and able to work with minimal supervision. Must also possess good analytical skills and excellent attention to detail. Minimum of two years of college with three years general office or technical experience. Knowledge of Time Studies and DOL 14c Regulations a plus. Experience working with individuals with disabilities and ADA knowledge preferred. Valid California driver's license and current automobile insurance as required by law.
FACILITIES TECHNICIAN II Please use reference number when applying: A847	1 full time	San Bernardino	Performs maintenance, repairs, modifications and improvement including emergency repairs of buildings, utilities, grounds, furniture & equipment at all Company locations as needed. High School Diploma or GED required.
JOB COACH Please use reference number when applying: A918, A919	2 part time	San Bernardino	Provides supervision to clients with developmental disabilities to ensure that they are able to reach the stabilization point on their jobs. Oversees client work performance in individual or group/enclave placements and provides hands on assistance where necessary. High School/ GED education required. 1 year of relevant experience. Basic writing skills and own transportation. Must have Valid CA driver's license, proof of insurance and clean DMV.
ASSISTANT SERVICE REPRESENTATIVE APPLICANT PENDING Please use reference number when applying: A940	1 full time Temporary	San Bernardino	Assist the Service Representative in executing Secure Shredding route. Services confidential containers, delivers, an/or pick up materials as directed including, E-waste, CRV, plastics and other commodities assigned to routes they are conducting. Safe transportation and security of items taken into custody is crucial. Valid California Drivers License no more than 2pts required.