



Job Description

Job Title:	Career Navigator	Program:	SECTOR
Site:	Compton	Reports To:	Chief Programs Officer
FLSA Status:	Non-Exempt	Job Code:	230701
Salary Range:	\$52,000 (\$25/hour)		

SECTOR: The Skills and Experience for the Careers of Tomorrow (SECTOR) program is a program of the LA County Justice, Care, and Opportunities Department. In 2024, EntreNous was awarded a SECTOR grant from the County of Los Angeles. This program provides occupational training, workforce preparation, and support services, along with job development, placement, and follow-up for adults (18+) impacted by the justice system.

The SECTOR Career Navigator provides job readiness, career coaching, and job matching services to prepare and place participants into Unsubsidized Employment with employers. The Career Navigator may also be trained to facilitate Cognitive Behavioral Intervention (CBI) group sessions. They will provide retention support and coordinate with the Peer Support Specialist, Licensed Clinical Social Worker (LCSW), and other SECTOR Program staff as needed. Each participant shall be assigned a Career Navigator who will provide ongoing Supportive Services including career advice.

The successful candidate has a problem-solving mindset, high integrity, and the ability to undertake multiple tasks simultaneously. This individual will also be expected to work independently and must possess the ability to prioritize various responsibilities.

Responsibilities:

- Assist with recruitment, orientation, and retention efforts
- Develop Individual Goal and Action Plans (IGAPs) in collaboration with each participant
- Provide job readiness and career coaching
- Conduct skills workshops utilizing the Department of Labor’s Office of Disability Employment Policy (ODEP) copyrighted Skills to Pay the Bills curriculum or other approved curriculum
- Create services to prepare and place participants into high-quality Unsubsidized Employment
- Carries out intake and eligibility determinations and makes appropriate referrals when the applicant is not eligible for SECTOR services; conducts participant assessments leading to enrollment; completes and updates participant service plans
- Develop linkage pathways with local employers to create and maintain an active database of employment opportunities
- Partner with multiple America’s Job Centers of California (AJCC) to create additional employment opportunities through mock interviews, match to job leads, assistance with online applications, etc.
- Participate in tabling events, presentations, and job fairs
- Enters data into participant databases; assists in the writing of periodic program reports
- Facilitate CBI group sessions as needed
- Provide retention and supportive services including career advice



- Coordinate with the Peer Support Specialist, Licensed Clinical Social Worker (LCSW), and other SECTOR Program staff as needed
- Assists and works closely with the SECTOR Program Manager in developing and maintaining employer and information resources
- Attend professional development training
- Other duties may be assigned

Qualifications/Hiring Criteria:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Lived experience of incarceration, close impact, or institutionalization a plus
- 2 years of experience providing services to high-barrier populations
- 1-year experience conducting workshops and/or group sessions
- Experience working with an America's Job Center of California
- Proficient English written and spoken skills; effective communication skills
- Familiar with the use of technology including Google Suite, email, internet, smartphone
- Strong organizational skills; ability to perform multiple tasks and meet deadlines
- Flexible team player with a positive attitude
- Passion for EntreNous's mission and purpose
- Capacity to maintain confidentiality and discretion
- Bi-lingual - English and Spanish (preferred but not required)
- Right to work in the United States and a TB test within the last four years
- California Driver's License, clean DMV record & adequate auto insurance
- Covid vaccination records
- Applicants offered a position with EntreNous are subject to a LiveScan Background check. Certain past criminal convictions are not a reason for disqualification

Benefits:

- Health (Kaiser), Vision (VSP), and Dental Insurance (Delta) (100% Company Paid)
- 18 paid holidays
- Retirement Plan
- 40 hours of sick time
- 9-day work schedule (every other Friday off)
- 40 hours of personal time off (at one-year anniversary)

How to Apply: The position will remain open until filled. Applications can be made through Indeed, Monster, ZipRecruiter, LinkedIn, and Facebook. PLEASE DO NOT DUPLICATE YOUR APPLICATION. (No recruiters and no phone calls, please).

EntreNous is an equal-opportunity employer. EntreNous strongly encourages applications from all qualified individuals who share lived experiences with the communities we serve. In particular, EntreNous welcomes applicants who are formerly incarcerated and/or justice-involved.



It is the policy of EntreNous to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.