



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834
(916) 920-0285 • 1-800-640-CIMC • (916) 641-6338 FAX
1-800-748-5259 (TDD/Hearing Impaired)
www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: CSBG Eligibility Specialist (Open) **CLOSING DATE:** July 23, 2019

WORKSITE: CIMC Central Office **STARTING SALARY:** \$16.33 to \$16.98 per hour
738 North Market Boulevard DOE
Sacramento, CA 95834 **CONTACT PERSON:** Diana Alvarez
Human Resource Manager

RESPONSIBILITIES: The CSBG Eligibility Specialist shall be responsible for the completion of intakes with applicants to determine eligibility for CSBG Program services. Shall monitor and follow-up on services to CSBG clients. Shall perform duties necessary to meet time frames in accordance with the CSBG Program work plan.

REQUIREMENTS: Two (2) years related work experience demonstrating the knowledge and abilities; or one (1) year related work experience demonstrating the knowledge and abilities with one (1) year post secondary education or training in Human Services or related field. A valid California driver license, good driving record and adequate insurance. Strong written and verbal communication skills.

KNOWLEDGE OF: General social service delivery programs in California; modern office methods, procedures and practices; case management and counseling techniques on a one-to-one or group basis; interviewing methods and techniques; data entry methods and techniques and data base operating methods.

ABILITY TO: Maintain and organize records; obtain information from client concerning program eligibility and needs as it pertains to the CSBG Program; interpret technical procedures manuals; relate and establish a working rapport with the Native American community and public agencies; present information effectively and respond to questions from staff, clients, and the general public; operate computer equipment including wordprocessing and database software programs; and travel as needed.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and received at any CIMC Office by 5:00 p.m. on July 23, 2019 in order to be considered. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.