

Job title	Professional Skills Instructor - Concord
Reports To	Program Manager, Healthcare Career Pathway
Location	Concord, CA
Terms	Permanent, Full Time (40 hours/week)
Salary/rate	\$55,000 - \$67,500 annually
Classification	Salaried, non-exempt position
Schedule	Monday-Friday with occasional evening hours required for events
About the role	As part of our Healthcare Careers Pathway team, the Professional Skills Instructor works closely with the CNA Instructor to teach valuable Life and Career Skills and provide wrap-around services and case management to our Certified Nursing Assistant students. This position works primarily at Mt. Diablo Adult Education as part of a partnership with Mt. Diablo Adult Education, Empowered Aging, and local Skills Nursing Facilities. Some days will be at Opportunity Junction's main office in Antioch.
Responsibilities	• Outreach, screening, and eligibility determination for individuals within our target population; • Conducting assessments, creating individual employment plans, and coordinating client enrollment in our CNA program; • Individual case management and support; motivating clients as they overcome personal barriers and gain employment; • Group instruction on various life and career skills; • Timely tracking of data using a customized Salesforce database; • Resume and cover letter writing and revision; and • Coordinating daily hot lunch and weekly foodbank distribution.
Competencies	• Relationship building: Ability to establish strong relationships with demographically diverse clients, including those who have difficulty putting their trust in authority figures, and ability and desire to counsel clients using strength-based approaches. Ability to work with external partners and build productive relationships; • Written communication: Excellent written and oral communication skills, including clarity, precision, use of English grammar, and ability to hold listeners' attention; • Adaptability/Flexibility: Ability to adjust style and approach according to current organizational priorities and situations; and • Technology: Proficient in Word and Excel, and in use of Internet-based applications, including the ability to efficiently enter data into online database systems (Salesforce) and understand online job search systems.
Candidate requirements	• CNA licensing

- Valid CA driver's license and vehicle with insurance in order to travel to skilled nursing facilities for clinicals.
- Experience in vocational counseling or management
- Comfortable delivering direct instruction to motivated job seekers
- Experience helping clients in job search including resume writing

Instructions for Applying:

Applications will be accepted by email only, addressed to Israel Segura (israel@opportunityjunction.org) and must include a resume and cover letter, attached as Word documents, that describe your interest in the position and that serve as an initial demonstration of your qualifications for the position.