

Susie O'Bryant 2012-2013

Scope of Work

1. Provide vocational counseling to WIA enrolled clients; maintain all client case notes in EBW Online system.
2. Initiate Individual Training Accounts (ITAs) for WIA enrolled clients.
3. Lead job club and workshops.
4. Attend all relevant ACWIB / Eastbay Works meetings and trainings.
5. Assist with linking Alameda jobseekers to employment.