

Charles Caldwell
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Professional Experience

2015-2020

Employment Specialist, West County Community Services, Guerneville, CA. Provided job search support, training and activities to a widely diverse clientele referred by the Human Service Agency, SonomaWORKS Department. There were two distinct programs: Intensive Job Search (IJS) and Targeted Job Search (TJS). IJS was a 4-week program and was, typically, the first activity to which SonomaWORKS participants were referred. TJS was up to 6 weeks depending on when and if the participant completed IJS in the prior 12-month period. The goal for both programs was to obtain employment.

2013-2014

Learning Enhancement and Achievement Program Coordinator, Goodwill Industries of the Redwood Empire. Responsible for the coordination of educational and training services for clients referred from SonomaWORKS with a diagnosis of Learning Disabilities, with the primary focus being employment. Write individualized Accommodation Plans concerning work and school activities. Liaison with Disability Resources Department at SRJC to aid students in obtaining Reasonable Accommodations for school. I coordinate services between the Petaluma People's Services, West County Community Services, the Center for Social and Environmental Stewardship and the referred clients from SonomaWORKS.

1998 – 2013

Vocational Assessment Counselor, City and County of San Francisco, Human Services Agency, Workforce Development Division. Identify, describe, and assess needs, values, interests, strengths and weaknesses of individuals with barriers to employment, through Administration and Interpretation of various Aptitude Tests, Interest Inventories, Values Clarification Tools, Barriers to Employment Screenings, Temperament Factor scales, and Learning Disabilities Screenings. Analyze data and information and interpret both State and Federal regulations. Communicate the results of testing clearly in both oral and written format. Meet the needs of both the organization and the employees by serving as a consultant to both Supervisors and Case Managers to help them create "next step" plans for the customers of CalWORKS and the General Assistance programs.

1996 – 1998

Director of Programs for Youth, JVS, Inc., San Francisco. Managed all aspects of contracts with the Mayor's Office of Children, Youth and Their Families, the State Department of Rehabilitation, and the Federal Department of Education for programs for youth with disabilities at JVS. Hired, trained and supervised a staff of 12. Handled multiple demands for commitment of time, energy, and resources. Responsible for contract compliance reporting, program development and grant writing.

1995 – 1996

Program Supervisor – Work Resource Program, JVS, Inc., San Francisco. Hired, trained and supervised the Vocational and Employment Specialists and Vocational Aides; liaison with other Work Resource Program collaborators, Special Education Teachers, and department heads, business community and other youth service providers. Responsible for program development, curriculum refinement and oversight, monitoring program implementation and performance, and contract reporting and program evaluation.

1993 – 1995

Program Coordinator – Situational Assessment, JVS, Inc., San Francisco. Developed, implemented and monitored a Situational Assessment program to serve people with disabilities in San Francisco and San Mateo counties; provided compliance with Establishment Grant, including reporting, statistical compilation and analysis, invoicing and evaluation; hired, trained and supervised Situational Assessment Evaluators and job Coaches.

1993

Rehabilitation Counselor, RCH, Inc., San Francisco. Liaison between RCH, Inc., Supported Employment Services and employers; coordinated with the State Department of Rehabilitation, Vocational Rehabilitation Counselors for service provision; hired, trained and supervised Job Coaches; conducted initial intakes, vocational assessments, ongoing counseling and support and follow-along to customers; responsible for contract compliance with the State Department of Rehabilitation, including invoicing, reporting and evaluation.

1992 – 1993

Supported Employment Coordinator, RCH, Inc., San Francisco. Implemented a vocational rehabilitation program for adults with traumatic brain injury. Developed individualized supported employment sites according to customer's interests, abilities and skills; coordinated with the State Department of Rehabilitation for service provision.

1991 – 1993

Academic Tester, San Francisco. In conjunction with the GAIN program, City and County of San Francisco, Department of Social Services, and under the supervision of Dr. A.W. Bannowsky, Ph.D., provided academic and achievement testing (including scoring and written interpretation) for Welfare recipients. Results used to determine the extent, if any, Learning Disabilities may have been impacting on their ability to earn a G.E.D.

1989 – 1991

Special Education Teacher, RISE Institute, San Francisco. Extensive assessment of students from a wide variety of racial, social, and cultural backgrounds for a therapeutic-educational facility. Co-designed and implemented Individual Education Plans (IEP's) for students. Taught students in all subjects. Provided individual and group counseling.

Education

1994 M.S., Rehabilitation Counseling, San Francisco State University

1995 M.Ed., Secondary Education, San Francisco State University

1984 B.A., English, Sonoma State University, Rohnert Park, CA.

References

Upon request