

Public Works Temporary Job Opportunity

department
of economic
opportunity
COUNTY OF LOS ANGELES

Fire Recovery and Resilience Workforce Program

The Fire Recovery and Resilience Workforce Program provides paid disaster relief jobs, transitional employment, and job training to dislocated and impacted workers—while supporting long-term career mobility.

INTAKE SPECIALIST/ADMINISTRATIVE SUPPORT

ELIGIBILITY & QUALIFICATIONS

1. Individuals must meet the eligibility and enrollment requirement for the program found at opportunity.lacounty.gov/FireWorkforce.
2. Excellent customer service skills and attention to detail.



INTAKE SPECIALIST DUTIES \$25/HR WITH BENEFITS

- First point of contact who speaks to disaster impacted residents and directs to the appropriate staff in the recovery center.
- Answers and fields phone calls
- Coordinates orientation sessions for disaster impacted individuals
- Packs and preparing materials for events
- schedules appointments for orientation sessions for disaster impacted individuals
- Provides information and disseminates resource materials related to workforce and business services to help impacted workers and businesses.

ADMIN SUPPORT DUTIES \$25/HR WITH BENEFITS

- Processes paperwork, including applications and forms; and maintains accurate client records and updates information, if necessary.
- Assists with retrieval of property and permit records, prior approvals, or archived materials from respective departments.
- Provides printed and verbal information regarding disaster recovery resources; and addresses document-related questions and navigating available resources.
- Performs general clerical tasks such as data entry, file management, and answering phone calls. Operates office machines to scan, make copies, and organize physical and digital documents.

WORK LOCATIONS

- Altadena, CA
- Alhambra, CA



➤ GET STARTED

Visit bit.ly/FireWorkforce and fill out an interest form.

Department of Economic Opportunity and the Los Angeles County America's Job Centers of California are equal opportunity employers and programs. Auxiliary aids and services are available upon request. Please call (888) 226-6300 or email AJCCJOBS@opportunity.lacounty.gov for assistance.



America's Job Center
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LA County

