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| **Position Title** | Employment Coordinator | **Reports to** | Workforce Development Program Manager |
| **Classification** | Non-Exempt-Temporary | **Status** | Full-Time |
| **Department** | Community-Based Housing | **Location** |  |
| **Salary Range** | $38,000-$40,000 | **Date Reviewed** | 3/20/19 |

**Summary**The Employment Coordinator plays a key role in helping participants and residents to achieve their educational and professional goals. This position coordinates and oversees employment and educational opportunities available within the community. This position will provide individualized support to clients seeking employment. The Employment Specialist works closely with all program teams to provide a continuum of support and reports directly to the Workforce Development Program Manager. This individual will then locate prospective employers through networking, telemarketing and/or cold calls, set appointments and coordinate tours for participants, referral agencies, and prospective employers

**Essential Functions**

1. This individual will then locate prospective employers through networking, telemarketing and/or cold calls, set appointments and coordinate tours for participants, referral agencies, and prospective employers; then assist participants with employment applications and working to complete a resume, and then provides ongoing assistance to participants in their job search and development of job-related skills.
2. Provide in-house and field-based services to best accommodate individuals
3. Coordinate workforce development programming through recruitment to participants, program schedule, and coordinating a continuum of support across the agency to assist with employment and education obtainment
4. Conduct 1-on-1 job readiness activities with clients, including resume building, practice interviews, job applications, computer tutorials, cover letters, reference lists, and job search guidance
5. Conduct career readiness series to prepare individuals for employment.
6. Support women in their goals related to professional development opportunities, vocational education programming, employment counseling, job placement, and job retention
7. Assist with wrap-around support, job placement and job retention services to women in transitional jobs
8. Facilitate Job Preparation classes and other seminars on an as needed basis
9. Maintain up-to-date referrals resources for clients to facilitate employment search
10. Provides employment resources to program staff and participants.
11. Partner with organizations that provide job training and educational programs; identify entry points to participate in these programs
12. Maintain accurate and timely records of activities, case management notes, and services provided to each client
13. Assist with program assessments and ongoing program improvements based on outcomes
14. Provide regular, written reports and additional reports as needed
15. Assist employment interns in a learning environment with direct client interaction
16. Other duties as assigned to support the mission of the organization
17. Effectively manages the Learning center ensuring that it is properly staffed and operational during stated hours
18. Coordinates with and creates a schedule for all volunteers of the Learning Center. This includes effective communication and timely follow up
19. Effectively supervises peer leaders who work in the learning center. This includes ensuring they are properly trained and monitored
20. Successfully collaborates with other staff members to identify volunteers.
21. Build appropriate rapport with internal and external partners (case management, volunteers, and donors).
22. Have a good general understanding of all programs offered and know the appropriate staff for referrals.
23. Help other staff members when needed without being asked.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies**

1. Creativity
2. Flexibility
3. Empathy
4. Communication Proficiency
5. Relationship building

**Supervisory Responsibility**This position does not have supervisory responsibilities.

**Work Environment**This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

**Position Type and Expected Hours of Work**This is a ***Full-Time temporary*** position. Days and hours of work are Monday- Friday 9 am to 5:30 pm

**Travel**Travel is expected for this position.

**Required Education and Experience**

1. Bachelor’s degree in social work, education, or related field although not required.
2. Minimum two years of experience as an employment specialist, educator, or case manager working with adults required

**Required Knowledge/Skills/Position Qualifications**

1. Knowledge of the complex barriers surrounding women’s homelessness and unemployment
2. Experience working with issues of homelessness, trauma, and mental health preferred
3. Advanced computer skills and proficiency in Microsoft Office Suite (Word, Excel, and Outlook)
4. Strong interpersonal, written and oral communication skills and ability to build relationships with women, coworkers, and community partners from diverse backgrounds
5. Demonstrated ability to establish priorities, implement plans, and meet deadlines
6. Active listening and problem-solving skills, a solution-oriented attitude, and good judgment
7. Experience serving as a mentor or program counselor

**Additional Eligibility Qualifications**

**Work Authorization/Security Clearance (if applicable)**[*This section lists visa requirements, H1-B sponsorship, special clearances, etc. If applicable, insert information regarding government contracts or special requirements.]*

**Organization** provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, **Organization** complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.   
  
**Signatures**This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

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