 JOB DESCRIPTION

Job Title: Career Coach - 2Gen
Reports To: CWF Program Manager
Classification: Full Time / Non-Exempt
Schedule: Monday through Friday / 8 am to 5 pm

Summary:

The Career Coach – 2Gen provides career exploration and aspiration, workforce education, facilitate trainings, and employment opportunities to 2Gen youth (middle/high school) and their parents/caregivers. The responsibilities of this position are: to support 2Gen youth (middle/high school) and their parents/caregivers in the fundamentals of career exploration and planning; to help discover the vast amount of career choices available to them, and those in demand in Broward County; to evaluate their strengths and weaknesses in specific knowledge/skill areas; and to help them choose a career direction and develop an action plan for career success.

Essential Job Duties:

- Counsels 2Gen youth/parents/caregivers in the development of self-knowledge related to career choice and work performance by identifying, assessing, and understanding their competencies, interests, values and personal characteristics in order to develop realistic career options/goals
- Through individual advising, coaching, counseling and/or group/class presentation, assists 2Gen youth/parents/caregivers in obtaining occupational information to aid career and educational planning, to develop an understanding of the world of work, and in selecting personally suitable academic programs and experiential opportunities that optimize future educational and employment options
- Facilitates career exploration/aspiration activities empowering 2Gen youth/parents/caregivers to find a career that will be economically advantageous and personally fulfilling through employment, internship and other creative opportunities, as well as assisting students in understanding and developing career decisions, employment plans, and/or job search competencies
- Trains 2Gen youth/parents/caregivers for employment readiness including job search strategies, resume writing, interview techniques, mock interviews and referrals to jobs
- Plans, organizes, and conducts individual coaching sessions with 2Gen youth/parents/caregivers; provides insight/guidance based on families current circumstances and opportunities; helps 2Gen youth/parents/caregivers develop an action plan for career success
- Follows up with 2Gen youth/parents/caregivers to offer continuing job search and assists in securing employment
- Responsible for tracking/monitoring the weekly/monthly/quarterly/yearly Workforce Development contractual goals for program
- Prepares and submits periodic and timely reports required to comply with program contracts showing placement, retention and other career planning/exploration activities as dictated by program contract
- Develops and implements effective ways to promote career services in collaboration with the Success Coach to 2Gen youth/parents/caregivers and faculty
Distinguishing Characteristics

Position requires: a) Assisting 2Gen youth/parents/caregivers with developing career choices by identifying, assessing and understanding competencies, interests, and values; b) assisting 2Gen youth/parents/caregivers by developing job search skills, and effective presentation skills through individual advising and/or group sessions; and c) Compiles most current occupational, educational, and economic information to assist 2Gen youth/parents/caregivers in achieving vocational, educational and career goals to meet financial objectives.

Qualifications and Skills:

- Bachelor Degree in Social Work, Human resources or related field; minimum of two years of experience working with workforce development or social service programs - experience in working with youth a plus
- Knowledge in current labor market trends and in demand occupations
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Communicate efficiently and effectively both verbally and in writing
- Have a passion for helping others understand and communicate their true value
- Fully Bilingual (English and Spanish/Creole) written and verbal communication skills
- Commitment to excellence, treating everyone with respect and transparency
- Strong problem-solving, analytical and presentation skills
- Willingness to work flexible schedules as deemed necessary with evening and weekend availability
- Knowledge of community and social services in Broward County
- Ability to operate computer systems and software such Microsoft Word, Excel, Power Point, Outlook and Internet

Additional Requirements:

- Possession of a valid Florida Driver’s License
- Some weekends and evenings
- Ability to pass a level 2 background check
- Independent travel and reliable means of transportation

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employee Name: ________________________________

Employee Signature ____________________________ Date _________________________

Supervisor Name_______________________________ Title: _________________________

Supervisor Signature ____________________________ Date _________________________

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.