



JOB DESCRIPTION

Job Title: Workforce Development – Job Placement Coach
Reports To: Financial Stability Manager
Classification: Full Time / Non-Exempt
Schedule: Monday through Friday / 8 am to 5 pm

Summary:

The Workforce Development – Job Placement Coach provides ongoing workforce support, job readiness and career development expertise through comprehensive assessment, training, planning, implementation and overall evaluation of clients' needs. The Job Placement Coach will work closely with the members of the Workforce Development Team to ensure clients are effectively linked to job and career opportunities to further their professional development.

Job Development Duties:

1. Maintain current understanding of state and national job/labor market trends to make appropriate referrals to participants in the area of job search/educational exploration and provides current career-related resources
2. Conduct employer outreach, engagement and relationship building activities by attending off site job fairs to recruit participants and connect employers to the program
3. Facilitate monthly workshops on job search strategies, career development skills, career pathways among other topics relevant to securing employment
4. Establish ongoing relationship with Job Seekers and follow-up regularly to ensure success in their job seeking and job performance to enable job retention as required by funding sources of program's parameters
5. Map out strategies for reaching employment objectives and place in gainful employment
6. Match Job Seekers with job openings and refer to employing organizations for interview
7. Provide one-on-one coaching for clients in the areas of job search preparation, resume writing, cover letter writing, completing employment applications and interviewing skills
8. Establish ongoing relationship with employers including follow-up during and after referral and job placement to ensure employer satisfaction with job performance of job seekers
9. Responsible for tracking/monitoring the weekly/monthly/quarterly/yearly Workforce Development contractual goals for program
10. Prepare and submit program forms and funder reports to comply with contract related to placement and retention activities
11. Participate and assist with employment activities, fairs and outreach events

Career Development Duties:

1. Coach participants to help them identify barriers to self-sufficiency/employment/career advancement and work to address these goals by providing ongoing support, advocacy and career planning
2. Develop an individualized employment/career action plan, identify appropriate short and long term employment/career objectives
3. Ability to remain current on knowledge of all college degree and certificate programs and to assist participants with meeting their career goals
4. Monitor and document progress of clients through regular follow-ups, ensuring progress notes are current and properly filed
5. Input and track all clients' progress in assigned database and SAMIS database system
6. Ability to perform all duties independently and without supervision all of the essential duties of the position with efficiency and effectiveness with only general supervision

Qualifications and Skills:

1. Bachelor Degree in Social Work, Behavioral Science, Human resources or related field; or Associates Degree with four years of experience in providing job placement, career advancement, social services, and/or coaching
2. Ability to work effectively managing multiple tasks and participants under pressure stress-related with ability in prioritizing tasks
3. Ability to work effectively in team environment, excellent interpersonal skills with positive attitude and maximum discretion when handling sensitive and confidential information
4. Ability to work in a team/collaboration, respect, transparency, accountability and commitment to excellence,
5. Strong problem-solving, analytical and presentation skills
6. Willingness to work flexible schedules as deemed necessary with evening and weekend availability
7. Ability to operate computer systems and software such Microsoft Word, Excel, Power Point, Outlook and Internet
8. Fully Bilingual (English and Spanish) written and verbal communication skills

Additional Requirements:

1. Possession of or ability to obtain a valid Florida Driver's License is required
2. Some weekends and evenings are required
3. Independent travel is required

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”.