# *Reports to Program Director*

# **Overview**

The Coach is responsible for recruiting and assessing participants for a career pathway program. Participants are either unemployed or underemployed and need job search assistance, access and funding for job training programs, financial coaching and supportive services.

**Major Responsibilities**

* Provide intake and assessment of participants interested in employment
* Work with participants to create goals and strategies to eliminate employment barriers
* Weekly check-ins with participants for progress, goals setting and follow-up
* Assist participants with career navigation and identifying job training and certification programs
* Provide financial coaching to participants around budgeting, debt reduction, credit scores and money management
* Provide resources and referrals as needed
* Collect paperwork and submit requests for supportive services such as transportation assistance, rent, utilities, training, uniforms, and other financial assistance as needed
* Assist participants with job search, resumes and interviewing skills
* Provide job leads and assist participants with employment search
* Network with all types of community stakeholders (i.e. public libraries, community centers, community based organizations, workforce solutions, probation departments, college admissions, human service organizations) to recruit students and food pantry clients
* Provide monthly information sessions to interested participants
* Data-enter services in agency database and foundation database

**Qualifications / Skills**

* Bachelor’s degree in Social Work preferred or other human services degrees
* 3 years case management experience with Bachelor’s degree, 1 year experience with Master’s degree
* Ability to work independently and on a team
* Intermediate computer skills and experience using a virtual meeting platform such as Zoom or Microsoft Teams

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*