

1. Job Title, Organization Name, Full Time or Part-time

Employment Coach, Southeast Community Services, Full Time

2. Salary and benefits \$35,000/yearly with additional benefits

3. Two sentence organization/position introduction that appears in the NFP News with a link to the full length description

Do your friends seek you out for job advice? Do you know how to coach friends through a crisis? SECS is seeking: a person with potential to work with our adults on a career pathway. If you will bring that sense of excitement and knowledge to our neighbors, SECS wants to talk to you. Submit a cover letter & resume telling us about your passion for workforce development.

4. Organization Overview or Description

The mission of Southeast Community Services, Inc. is to “work together to serve, strengthen and support financial stability in our neighbors in southeast Indianapolis.” Southeast Community Services, Inc. (SECS) utilizes the Center for Working Families (CWF) program model for the delivery of our services. SECS embraces four primary components to assist participants in moving toward financial stability. These components include: employment, financial literacy, education and access to work supports.

5. Position Duties

We seek a person who is able to interact discreetly and effectively with neighborhood residents on a range of employment issues. The successful candidate will assist our site with the employment coaching component of the CWF Initiative. This means a willingness to work flexible hours that best meet the needs of participants and participate in community outreach.

6. Primary Responsibilities:

SECS seeks an Employment Coach to provide employment coaching services to neighbors interested in career development and employment. The incumbent uses the co-active coaching model to assist neighbors in determining their strengths, barriers, and skills related to employment. Using this information, the Employment Coach, along with the neighbor, develops a career pathway plan outlining the services necessary to be successful. Neighbor follow-up for purposes of retention and advancement is an essential function of this position. Employer outreach and job development is also an aspect of this position.

ESSENTIAL FUNCTIONS

1. Conducts intake and assessment of neighbors interested in receiving workforce development services.
2. Provides neighbors with career coaching using the principles of co-active coaching.
3. Assists neighbor in developing a career pathway plan outlining the services necessary for success.
4. Provides assistance to neighbors using the computer lab.
5. Purposefully engages with the neighbors to develop a professional relationship to provide services.

6. Provide team with informative, practical, and timely employment trends and opportunities.
7. Identify high growth employment sectors and potential employers.
8. Understand employers' business, culture, and human resource challenges. Gain keen insight into the skill requirements for positions employer seeks to fill or create.
9. Develop reciprocal business relationships that offer viable employment solutions and dual goal attainment.
10. Maintain relationships through ongoing communication with employers to identify ongoing partnership opportunities and areas of support.
11. Conducts trainings for groups of neighbors as needed.
12. Enters and maintains neighbor information into SECS data base (ETO)
13. Collects information from employers necessary to verify job placements and retentions.
14. Conducts employer visits as necessary to assist neighbors maintain their employment.
15. Maintains productive relationships with employers that hire neighbors.
16. Makes information available to interested neighbors about the services at SECS.
17. Works in a team environment to ensure neighbor success.
18. Represents SECS at a monthly neighborhood association meeting and other community events.
19. Performs other job-related responsibilities as necessary.

JOB REQUIREMENTS

1. Bachelor's Degree in a related field preferred but experience can be substituted for formal education.
2. Knowledge of a variety of Workforce Development strategies.
3. Culturally competent and able to work with diverse parents and family members.
4. Ability to establish and maintain effective working relationships with co-workers and to work as a team member.
5. Ability to communicate effectively orally and in writing.
6. Good decision making and problem solving skills
7. Must have valid IN Driver's License, access to reliable transportation with insurance as this position requires local travel.

7. E-mail address and/or Mailing address for resume submission:

Must submit a cover letter telling us about your passion for workforce development and a resume to: Peggy Frame at PeggyF@Southeastindy.org No phone calls please.

8. Resumes will be accepted through what date, if shorter than our 30-day standard?

August 18, 2016