JOB NOTICE

Date posted: March 9, 2020  Closing Date: March 20, 2020

APPLICATION PROCEDURES: Send letters of intent and resume via INDEED or to HR, Box WFD-Career Coach., COMPASS Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Workforce Development

Title: Career Coach

Salary/Hours: Part-time position—a minimum of 20 hrs/week. Pay depending upon experience

JOB DESCRIPTION:

- Conduct the job readiness training program for students participating in the Comprehensive Case Management and Employment Partnership (CCMEP) w/in a small classroom setting. Must be well versed and have the technical skills and presentation ability to cover topics such as barriers to employment, job retention and interpersonal skill development as it relates to seeking and maintaining employment opportunities.

- Maintain performance and attendance data for each participant throughout the training process that is both timely and accurate. Document participant performance using the template agreed upon by funder.

- Prepare lesson plans/class curriculum. Schedule site visits to area employers to aid participants in vocational selection and development of soft skills.

QUALIFICATIONS:

Education/Experience: Minimum of two years’ experience and/or education in social service or education field preferred. Adaptable and creative with the ability to plan and organize varied work responsibilities, spontaneous, self-directed, attention to detail.

Technology: Proficient computer skills with working knowledge of Microsoft Word and Excel and Outlook. Ability to gain familiarity with Google docs.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; If applicable to the position requirements: Clear driving record; TB test, Mini-Physical and First Aid/CPR. Able to ambulate work environments, lift, bend, stoop, and reach as the work setting and training needs dictate it,
flexibility with worksite assignments and schedules a must. All COMPASS clients should be transported in a COMPASS vehicle. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their own personal carrier for business related travel, including transporting of clients, and MUST provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

**Interpersonal/ Human Relations Skills:** Ability to work with management/people in authority w/in worksite settings, ability to work w/ adults and/or youth who have barriers to employment.

**Non-Exempt:** Eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans