

## **Job Description**

**JOB TITLE: Employment Coach**

**DATE: October 2021**

### **Position Overview:**

SECS seeks an Employment Coach to provide employment coaching services to neighbors interested in career development and employment. The perfect candidate 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.

### **Organization Overview or Description**

The mission of Southeast Community Services, Inc. is to “work together to serve, strengthen and support 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. The program embraces four primary components to assist participants in moving toward financial stability. These components include employment, finances, education, and access to work supports.

### **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, own reliable transportation with insurance as this position requires local travel.

**E-mail address for resume submission:** Must submit a cover letter and resume to [SECSIndy@gmail.com](mailto:SECSIndy@gmail.com). No phone calls please.

**Salary and benefits:** \$37,000 - \$40,000 with health, dental, vision, 401K, PTO and other additional benefits