

**Job Title, Organization Name, Full Time or Part-time**

Career Coach, Southeast Community Services, Full Time

**Position Overview:**

Do you love helping people realize their full potential, or to uncover their true talents? Are you fluent in both Spanish and English? 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**

- Conducts intake and assessment of neighbors interested in receiving workforce development services.
- Provides neighbors with career coaching using the principles of co-active coaching.
- Assists neighbor in developing a career pathway plan outlining the services necessary for success.
- Provides assistance to neighbors using the computer lab.
- Purposefully engages with the neighbors to develop a professional relationship to provide services.
- Provides team with informative, practical, and timely employment trends and opportunities.
- Identify high growth employment sectors and potential employers.
- Understand employers’ business, culture, and human resource challenges. Gain keen insight into the skill requirements for positions employer seeks to fill or create.
- Develop reciprocal business relationships that offer viable employment solutions and dual goal attainment.
- Maintain relationships through ongoing communication with employers to identify ongoing partnership opportunities and areas of support.
- Conducts trainings for groups of neighbors as needed.
- Managing outcome tracking and documentation requirements for the career coaching component of CWF, FOC, or other funded programs.
- Regularly documenting progress of participants through Efforts to Outcomes and Salesforce or any additional data collection systems.
- Collects information from employers necessary to verify job placements and retentions.
- Conducts employer visits as necessary to assist neighbors maintain their employment.
- Maintains productive relationships with employers that hire neighbors.
- Makes information available to interested neighbors about the services at SECS.
- Works in a team environment to ensure neighbor success.
- Represents SECS at a monthly neighborhood association meeting and other community events.
- Performs other job-related responsibilities as necessary.

**Job Requirements**

- Written and spoken fluency in both Spanish and English.

- Bachelor's Degree in a related field preferred but experience can be substituted for formal education.
- Knowledge of a variety of Workforce Development strategies.
- Culturally competent and able to work with diverse parents and family members.
- Ability to establish and maintain effective working relationships with co-workers and to work as a team member.
- Good decision making and problem-solving skills
- This position requires local travel, and access to reliable transportation is required.

### **Work Environment**

- There will be some instances when work in the evening may be required, working on Saturdays will be required for the tax season.
- SECS offers the opportunity to flex time when approved by supervisor.
- Work from home is not a regular part of our culture; however, special circumstances will be considered.
- SECS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **Salary & Benefits**

**SECS believes in salary transparency; therefore, all our job postings include a salary range.**

- This position will pay between \$38,000 and \$42,000 yearly depending on experience.
  - Considerations will be given to Spanish/English bilingual candidates.
- SECS offers 11 paid holidays per year
- Employer paid life insurance & long-term disability policies
- 20 days of PTO per year
- A matched 401K plan (up to a pre-defined amount)
- Medical benefits with a large portion of costs covered by SECS

To be offered this position, you must agree to submit to a criminal background check and be eligible to work in the US. Previous justice involvement does not preclude hiring.

**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.