



Rehire Job Coach Job Description

Job Title: Job Coach

Reports To: Rehire Coordinator

Department: Rehire

Direct Reports: 0 EMPLOYEES 0 CONTRACT

WORKERS

Supervisory responsibilities include assigning, scheduling, monitoring, and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.

Position Type/Expected Hours of Work: Full-Time 36 hours per week (Mon-Fri). Additional days or evening hours may be required.

Pay Type and Range: x SALARIED AT \$38,000 - \$40,000
 HOURLY AT

Eligible for Overtime (Y/N): Y

If no: PROFESSIONAL EXECUTIVE ADMINISTRATIVE OTHER

Job Titles Supervised: N/A

General Purpose: The Job Coach provides tailored support and guidance to job seekers, assisting them in developing essential skills, preparing for interviews, and navigating their career paths as well as assisting with obtaining and maintaining employment consistent with their vocational goals and skills. This position is responsible for maintaining detailed case files on participants, including required forms, evaluation of job retention and progress toward goals in individual success plan. The Job Coach builds relationships with the business community and facilitates outreach activities to service providers and potential participants.

Essential Duties and Responsibilities:

- Recruits' participants to the program.
- Provides one-on-one coaching sessions for job seekers
 - Conducts skills assessments to identify individual strengths, skills, aspirations and identify areas for development
 - Assist clients in identifying career goals and creating action plans – monitor client progress and adjust coaching strategies as needed
 - Develop and deliver career development workshops on job readiness skills, resume writing, cover letter creation, job search strategies and techniques, networking, workplace professionalism, communication and mock interviews with feedback
- Provide guidance on continuing education and professional certifications – foster a culture of continuous learning by identifying skill gaps and recommending appropriate development opportunities
- Assist clients in overcoming employment barriers by providing individualized supportive services to maintain



employment

- Assist participants in obtaining information about their benefits (e.g. SSI, Medicaid, SNAP) and understanding how these benefits will be affected by employment.
- Advocating for the client throughout their employment period
- Maintains accurate participant records and report on placement activities
 - Entering activity data in required databases
 - Collect and analyze clients' timesheets on a bi-monthly schedule
- Attends activities in the community relating to employment services
- Coordinate and build relationships with employers and secure employment opportunities, negotiate customized job requirements
 - Conduct weekly employer contacts to learn about the needs of the business, describe the support offered by the program, and describe participant strengths relevant to the position.
- Performs other duties as assigned

Minimum Requirements:

Faith: This position does not have a faith requirement.

When Faith Based is required: This position must be held by an individual who is a practicing Roman Catholic. There is no other background that can substitute for this requirement. When Faith based is not required: This position does not have a faith requirement.

Required Skills/Abilities:

- Bilingual in Spanish preferred
- Proven ability to engage and collaborate with people from varied cultural, socioeconomic, and demographic backgrounds
- Self-motivated and capable of working independently as well as collaboratively within a team
- Strong public speaking skills and presenting to diverse audience sizes, from intimate groups to large assemblies
- Excellent interpersonal and communication skills
- Strong organizational and time management abilities
- Strong knowledge of community resources and established working relationships with key local agencies
- Empathy and understanding of clients' needs and challenges
- Ability to motivate and inspire clients
- Problem solving skills and ability to think strategically
- Skilled in managing and de-escalating conflict and crisis situations with professionalism and composure
- Strong computer skills with the ability to quickly learn and adapt to new technologies
- High level of confidentiality and professionalism
- Creative and compassionate.

Education and Experience:

- Education: Associate's degree in business or related field required, bachelor's degree preferred. A minimum of 4 years of relevant work experience may serve as a substitute for the educational requirement.
- Experience: Minimum 1 year of experience with job training/workforce development preferred.



Work Environment:

- Non-profit social service agency
- Business casual

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this internship. It is intended to reflect the principal job elements essential for making compensation and employment decisions.

Physical Demands:

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	x		
HEAT (90 F or more)	x		
GASES/FUMES/DUST	x		
HEIGHTS	x		
NOISE			x
CLIMBING (Stairs/Ladders)		x	
DRIVING		x	
CRAWLING OR KNEELING	x		
BENDING			x
WALKING/Uneven Surfaces		x	
WORKING ALONE		x	
WORK WITH OTHERS			x
CHEMICALS/SOLVENTS	x		
MOVING HEAVY ITEMS:			
LIFTING/LOWERING	>20 lbs.	10-20 lbs.	< 10 lbs.
LIFTING OVER SHOULDER	> 10 lbs.	5-10 lbs.	< 5 lbs.
REACHING OVER SH'LDER	> 10 lbs.	5-10 lbs.	< 5 lbs.
REACHING FORWARD	> 10 lbs.	5-10 lbs.	< 5 lbs.
PUSHING	> 10 lbs.	5-10 lbs.	< 5 lbs.
PULLING	> 10 lbs.	5-10 lbs.	< 5 lbs.
CARRYING	> 20 lbs.	10-20 lbs.	< 10 lbs.

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near		x	
VISUAL ACUITY: Far		x	
COLOR DISCRIMINATION			x
HEARING			x
SPEECH			x
MANUAL DEXTERITY			x
EYE/HAND COORDINATION			x
TRAVEL:			
LOCAL			x
NATIONAL	x		
INTERNATIONAL	x		
REPETITIVE MOVEMENTS:			
(please list)			
OPERATING MACHINERY:			
COMPUTER and MOUSE			x
COPIER			x
FAX MACHINE			x
PRINTER			x
TELEPHONE			x
OTHER (please list)			

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date