PART-TIME HOURLY POSITION
ANNOUNCES AN OPENING IN WORKFORCE DEVELOPMENT
EMPOWER/EMPOWER WORKS

POSITION: JOB COACH (PART-TIME)

DESCRIPTION OF DUTIES:
Primary responsibility to establish work-based (internship) sites for client, and collaborate with community-based organization and businesses to develop job related resources. Meet with businesses in the community to establish resource or work-based sites. Survey work sites for needed skill sets. Assist and evaluate TANF clients with placement and supervision at work-based learning internships. Meet with Work Prep clients to determine client’s abilities and assign appropriate work sites. Maintain accurate records of Work Prep clients, work activity and scheduling. Assist supervisors in monitoring the quality of client’s work and progress. Travel to work site locations to monitor client progress, as needed. Perform other duties as assigned by the Director, EmPower/EmPower Works Programs.

MINIMUM QUALIFICATIONS:
Associate’s Degree. Experience in social services, education, and/or working with women’s issues, poverty populations and at-risk adults. Good communication and interpersonal skills. Computer skills to include Microsoft Office Suite (MS Word, Excel, Outlook, etc.). Light lifting and light carrying required. Ability to reach above shoulder. Periods of time spent walking, standing, sitting, bending, kneeling, and stooping.

SALARY: $15.00 per hour (up to 20 hours per week)

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

All finalists may be subject to a background check and/or drug test.

(POSTED ON OCTOBER 07, 2015)
Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.
https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/
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