

Job Announcement

Career and Education Services

**Position Title:** Career Advancement Coach- Young Adult Internship Program

**Supervisor:** Supervisor of Strategic Partnerships, Outreach, and Recruitment

**Overview:** The goal of The Door’s Career and Education Services Department is to support young people in completing secondary education and successfully transitioning into post-secondary education and employment. Programs within the Career and Education Services Department (CareerED) are designed to help young people, who are in school, out-of-school and out-of work, to assess, set, and obtain their educational and career goals. CareerED services specifically allow a young person to craft a personalized life plan defining the steps he/she will take to achieve those goals while developing the necessary skills for future life success and independence. The Career Advancement Coach is responsible for providing intensive support, mentoring, coaching, and case management services to assist participants to successfully move up an education and occupation ladder towards economic self-sufficiency. Specifically, the Career Advancement Coach will help young adults earn their GEDs, enroll college, and/or obtain internships, jobs and advanced occupational skills training as well as provide retention support services after a young person is placed in college or employment. In this capacity, the Career Advancement Coach will be the primary point person for the young person during the duration of his/her participation in EPOCH working closely with GED instructors, learning strategists, career readiness instructors, job developers and college advisors to ensure the young person is meeting his/her career and education goals.

**Responsibilities:**

* Conduct initial assessments and work with a caseload of young people to develop and achieve benchmarked individualized educational and career goal plans.
* Monitor and track participants’ attendance, progress and achievement of career and education goal plans from point of enrollment in EPOCH through post-placement retention.
* Provide case management services including information, referrals, assistance in accessing child care, health, mental health, and other support services that will assist participants to achieve career and education goals. This may include site visits to courts, hospitals, schools, or work sites for mandatory and celebratory events.
* Facilitate career readiness, professional development, and life skills workshops for participants; ensure participants complete a professional development portfolio.
* Collect and maintain all participant documentation, case management records, progress notes, and outcomes data as related to EPOCH program goals and contractual obligations.
* Work as part of an interdisciplinary team with instructional team, placement staff, and college advisors to ensure participants’ education and career needs, interests, and goals are being met; participate in case conferencing.
* Participate in recruitment, orientation and intake efforts for Door career and education programming.
* Conduct prospecting, screening, and enrollment of young people for performance-based contracts.
* Conduct site visits to employment, training, and education sites to provide support, verify employment/attendance, and obtain documentation.
* Develop a transitional or exit service plan for participants who have successfully completed or are no longer able to participate in career and education services at The Door.
* Develop and facilitate community meetings and provide coverage and support during program activities, award ceremonies, alumni gatherings, and other special events.
* Provide feedback to Career and Education Services team regarding young people’s education and placement experiences, challenges, and successes, to help inform the content and structure of program services.
* Support college level and/or high school interns that will work with each respective team on completing set administrative functions.
* Participate in relevant departmental, agency, and external agency meetings, trainings, case conferences, workshops and events.
* Handle any appropriate additional responsibilities and functions as assigned by Supervisor and/or Director.

**Qualifications:**

* Bachelor’s Degree in Psychology, Sociology, Urban Policy, Education or related field required
* Two years’ experience in youth development, preferably employment, career oriented programs and/or youth development programs
* Prior experience in a social service setting working with a multi-cultural young adult population
* Prior experience in working with a vulnerable youth populations (foster care, court involved, runaway and homeless or teen parent, etc.)
* Prior experience providing education/employment-related case management, career readiness, and employment retention services
* Demonstrated understanding and practice of the principles of positive youth development
* Experience with performance based contracts
* Ability to create and facilitate workshops and trainings
* Ability to closely collaborate with colleagues and function as part of a team to promote successful outcomes for youth
* Ability to model work readiness skills and appropriate work place behavior at all times
* Ability to work well in a fast paced environment and multitask while adhering to deadlines
* Excellent verbal and written communications skills; strong computer skills required
* Demonstrated ability to exercise sound judgment
* Bilingual English /Spanish preferred

**Hours:** 35 hours per week; a minimum of one late night a week

**Salary:** Low 40’s, plus generous benefits package

**Contact**: Only applications submitted through the link below will be accepted. All other applications will not be considered. NO telephone or email inquiries.

https://workforcenow.adp.com/jobs/apply/posting.html?client=ussofny&jobId=25395&lang=en\_US&source=CC3

The Door is an Equal Opportunity Employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

1/5/2016