



**Connect to Jobs  
Job Coach  
Hourly, Regular**

SE Works is seeking a Job Coach to work with individuals who have previous justice involvement. This position is full time /5 days a week (M-F) 8:00am -4:30 or 8:30-5:00pm.

\$20 per hour, full benefits.

To be considered for the first round of interviews, please respond by **5:00 PM, Friday June 7, 2019** to [HR@SEWorks.org](mailto:HR@SEWorks.org)

*No phone calls or in-person deliveries, PLEASE.*

This posting will remain open until filled.

Include:

1. Cover Letter
2. Resume

**Position Summary:**

This position is an integral part of a strong Reentry and WorkSource Center team. This individual is responsible for providing comprehensive services and excellent customer service to job seekers who are in receipt of SNAP benefits and have a former justice involved background. Additionally, this person is responsible for job coaching, job search assistance, placement and retention services. Strong focus on trauma informed care approach and building relationships with customers and employers. The applicant needs to have excellent data and data management skills

**Essential Functions:**

- ***Regular and consistent attendance is an essential function of this position.***
- Ensure eligibility for SNAP benefits before enrollment
- Ensure customer has been formerly justice involved
- Ensure Welcome registration and WIOA documentation is in place
- Review registration information and conduct intake assessment; gather information on participants for the development of employment plans.
- Ensure alignment with the Governors workforce development plan.
- Refer to occupational skills training, OHP sign up and SNAP enrollment if applicable
- Refer to resumes for backgrounds and Roads to Success
- Conduct business outreach
- Assist with resume development and interview skills
- Refer to mental health and housing supports
- Assist participants in creating plans that identify training and employment goals and specific steps that will result in employment.
- Identify supports required by participants, such as skills upgrades, education, and support services; provide information and referral.
- Maintain and update data systems

**Required Education and Experience:**

- Ability to work with staff and learn under direction and supervision.
- Calm, clear and concise communication style
- Ability to speak, read, and write at a level sufficient to fulfill the duties assigned.
- Demonstrated competence in 21<sup>st</sup> Century computer operations.
- Experience working with the public and employers.
- Ability to work under pressure and deadlines without being reactive.
- Respectful attitude toward staff and customers of diverse backgrounds

**Preferred Qualifications:**

- Ability to be tactful and de-fuse potential conflicts with customers who are unhappy
- Ability to troubleshoot and resolve common office machine problems
- Knowledge of computers, software, and data systems, including Microsoft Office Suite
- Familiarity with class and cultural issues.
- Knowledge of area education and training providers, human service agencies, and community groups.

**Job Conditions:**

- Potential for variable schedule.
- Can be stressful, with many interruptions during the day.
- May require sitting or standing for long periods of time.
- Periods of constant customer service alternating with periods of desk of other work alone with minimal direct supervision.

SE Works offers a competitive salary, paid benefits, a retirement plan, and paid time off, among other benefits.

*SE Works is an equal opportunity employer. SE Works does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, political affiliation, or any other basis prohibited by law. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 503-772-2332.*