



YOUTH & FAMILY SERVICES

JOB DESCRIPTION

Position Title: Employment Coach	Job Status: Full Time, Non-exempt
Department: Life Skills Academy	Location: Admin Office
Reports To: Life Skills Academy Program Manager	Number of People Supervised: None Rate of Pay: \$32,000-\$36,000 DOE

POSITION PURPOSE
To build positive and meaningful relationships with young people in order to guide them in meeting their goals and vision and to help connect young people to employment opportunities in order to enhance their successes as independent adults.
ESSENTIAL DUTIES AND RESPONSIBILITIES
The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.
Life Skills Academy and Employment Program Support
<ul style="list-style-type: none"> • Support, engage, empower and assist youth in meeting their employment needs and goals • Connect youth to employment opportunities and community resources and programs through referrals • Promote and maintain opportunities for youth by building relationships with employers • Develop and support employment, internship, and job training opportunities • Provide one-on-one individualized employment coaching to youth • Work with “Back on Track” youth to build innovative employment plans • Support New Day Food Cart job training program • Provide employability skills training • Develop an individualized flexible weekly schedule that best meets youth, employer, community and agency needs • Coordinate transportation needed for youth employment • Work with community partners, agencies, schools, programs • Work as a team with other staff to ensure consistency, clarity and safety for youth • Keep consistent and detailed documentation on each young person per grant and programmatic expectations • Provide services in a culturally competent and youth-friendly manner



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- Act as a liaison for the Life Skills Academy in the community with other programs that serve young people, employers, probation officers, social workers, mental health professionals, businesses, health care providers and friends and family members of youth in the program
- Coordinate, monitor, and participate in Life Skills activities and classes
- Provide crisis intervention, as necessary
- Other duties as assigned

EDUCATION & RELATED WORK EXPERIENCE

**Education Level/ Years of Related Work Experience:
(minimum & preferred educational requirements necessary to perform this job successfully)**

- Must be 24 years of age or older
- Master's Bachelor's Degree and 2-3 years of experience working with youth, and Associate's Degree and 4+ years of experience.

SKILLS AND KNOWLEDGE

	Required	Preferred
Knowledge of community resources and experience in networking with local businesses	X	
Excellent oral communication skills reflecting solid customer service both in-person and via the telephone	X	
Ability to create and develop partnerships with employers	X	
Ability to relate well in cross-cultural environments	X	
Ability to use time effectively	X	
Ability to focus on details	X	
Ability to adapt to shifting priorities	X	
Ability to position and promote opportunities	X	
Proficiency in technical areas such as Microsoft Office; including Word, Outlook, and Excel.	X	
Bilingual, English and Spanish		X
Ability and willingness to travel locally and regionally to meet agency needs	X	



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CONDITIONS OF EMPLOYMENT

(Describe any specific conditions for employment relative to this position)

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.
Must have car, valid driver's license, and meet state required automobile insurance minimums.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:

PC and standard office equipment, including utility dolly

Physical Requirements:

The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Job Responsibilities

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.