



## **JOB POSTING**

**TO:** SHA Staff, Residents, and General Public  
**FROM:** Mal Harrison, Executive Administrative Assistant  
**DATE:** September 4, 2024  
**POSITION:** Jobs Plus Community Coach  
**CLASSIFICATION:** Full-Time, Grant Funded Position  
**OPENING DATE:** September 4, 2024  
**CLOSING DATE:** Posted until desired number of applications received.  
**START DATE:** Immediately  
**TO APPLY:** Please apply on our website (<https://selmahousing.com>).

**POSITION SUMMARY:** The Jobs Plus Community Coach’s primary responsibilities are to conduct informal interviews with residents through surveys, share Jobs Plus Program opportunities, identify barriers to employment/training and connect them with appropriate resources. This will include, assisting with the outreach efforts to solicit participation involving: workshops, seminars, focus group and activities for residents that promote self-sufficiency for becoming gainfully employed with living wage jobs. Provide advocacy and guidance to participants of the Jobs Program to assist with addressing residents’ self-development, educational, employability and support service needs for selecting a career path. The Community Coach will gather this information and submit reports to the to the Program Director and follow-up on referred services.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Undertakes and performs the following and other work-related duties as assigned:

1. Timely and professional presentation.
2. Maintain open communication with supervisors, colleagues and residents.
3. In collaboration with the residents, Case Managers and grant partners, develop effective job coaching and employment plans.





4. Communicate with residents to understand their goals, ambitions and challenges.
5. Assist residents to discover and overcome their personal barriers and set goals.
6. Support residents in the development of their community mobility skills.
7. Support residents in the development of their motivation and job skills.
8. In collaboration with residents, Case Managers and grant partners, advise and support the implementation of workplace accommodations.
9. Ensures confidentiality of conversations and documentation.
10. Continually assess the vocational, social, communication and independent skills required by the specific job setting.
11. Perform community outreach and provide guidance to residents as needed.
12. Provide a summary of community activities to the Case Managers.
13. Coordinate outreach and marketing activities with community and grant partners.
14. Meet monthly with Program Director to review outreach activities, concerns and needs of the residents.
15. Collect and compile data for monthly summary reports.
16. Make home visits, as appropriate, to assess needs and supports.
17. Attend scheduled community and employment events.
18. As required, maintains accurate, timely and descriptive notes from contacts with residents in a database.
19. Ability to organize workshops and training sessions addressing education, employment, and self-sufficiency.





20. Ability to generate interest in community programs conducted by public and private sector organizations and agencies.
21. Ability to work independently and as a team.
22. Ability to use sound judgment in dealing with others, and resolving issues and problems.
23. Knowledgeable of Microsoft Office programs, basic internet navigation, and social media applications.
24. Perform other duties as assigned by the Supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Must have personal qualities that include integrity, commitment to keep Jobs Plus mission, respect for diversity and the ability to inspire and motivate.
2. Must have leadership skills and a self-motivated personality with a strong goal to succeed.
3. Must be team oriented and able to work independently and have excellent listening skills.
4. Must be able to communicate effectively and express ideas clearly both verbally and in writing.
5. Must be able to engage community volunteers, residents and stakeholders in the Jobs Plus Program.
6. Must be able to empathize and motivate clients toward achieving desired goals.
7. Must be able to meet Job Plus goals and bench marks.
8. Must be familiar with standard office equipment and have basic computer skills.
9. Must be able to successfully acquire and communicate requested changes and needs of the residents.
10. Must be willing to participate in the Jobs Plus Program curriculum.



**EDUCATION AND EXPERIENCE**

1. High School Diploma or GED, plus two years of experience in human services, case management, youth development, or social work, or an equivalent combination of education and experience.
2. Grant experience preferred.
3. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.
4. Must be bondable.
5. Must possess a valid driving license and be insurable.

