

KENNARD RANDOLPH PRESIDENT/CEO

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 (<u>https://selmahousing.com</u>).

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:

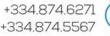
- 1. Timely and professional presentation.
- 2. Maintain open communication with supervisors, colleagues and residents.
- 3. In collaboration with the residents, Case Managers and grant partners, develop effective job coaching and employment plans.

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- 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.



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- 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.



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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.



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