



JOB POSTING

Self-Sufficiency Coordinator – Empowerment Services

Full-Time, Exempt

Department: Empowerment Services

Reports to: Director of Empowerment Services

Job Summary: Works with individuals participating in the Empowerment Services department full scope of programming. Coaches, mentors, facilitates and assists individuals to set employment-related goals and address barriers to employment within the scope of the agency's policies, procedures, and budget. Learns of available resources and employment opportunities. Helps clients establish an Individual Employment Plan (IEP) and follows up to ensure implementation.

Job Responsibilities:

- Establishes a positive and productive working relationship with individuals from various backgrounds.
- Networks with employers, particularly those willing to work with recently restored citizens and applicants with criminal convictions in their background.
- Facilitates intake and assessment phases of the employment-centered case management process.
- Facilitates the individual's involvement and participation in the creation and implementation of an Individual Employment Plan (IEP), ensuring that individuals understand the complete case management process.
- Assists the individual to identify and overcome barriers to employment.
- Makes and facilitates referrals for individuals to internal and external resources as needed to implement their IEPs.
- Creates and maintains case files (in accordance with protocol) on each individual.
- Prepares and submits weekly, monthly, and quarterly reports that track the progress of participants.
- Prepares Financial Assistance Requests as required for the delivery of financial assistance to reduce or eliminate barriers to employment.
- Inputs individual activity/data into the OCEAN system.
- Supports the implementation of the Employment Plus Program by assisting with resume creation and mock interviews, and other coaching sessions and activities within classroom environment.
- Provides feedback and instruction on work assignment performance and work adjustment.
- Coaches individuals on job performance and skills training required to perform a task or job.
- Identifies employer or participant concerns and resolves potential problems without intruding on the employer/supervisor relationship.
- Travels to conduct training and/or site duties to maintain client's job.
- Collects and maintains documents, including pay stubs, to support employment verification.
- Completes and submits all required reporting forms, including hours worked in a timely manner.

- Represents Agency in a courteous and professional manner at all times.
- Other duties as assigned

Working Conditions and Physical Requirements:

Standard office environment. Requires ability to operate telephone and personal computer for extended periods of time. Occasional travel sometimes Overnight.

Competencies and Knowledge, Skills and Abilities:

- Integrity and Trust Driver Results
- Business Acumen
- Drive for Results
- Decision Quality
- Problem Solving
- Process Management
- Budget/Cost Control
- Critical Thinking and Innovation
- Verbal, Written Communication Skills
- Multi-tasking and Flexibilit
- Technical Skills (e.g. PC applications)

Education and Qualifications:

- Associate Degree in Social Work or related field or equivalent knowledge/experience.
- Four years' experience in a position with responsibility for providing and/or coordinating supportive services to help individuals reach their goals.
- Social work processes and practices
- Client support practices
- Knowledge of related services for individual support
- Knowledge of Job Skills and local hiring markets
- Knowledge of developing teaching aids
- Knowledge of independent living skills and work standards
- Knowledge of client services, coaching and training practices
- Knowledge of practices in serving and working with hard-to-place individuals
- Certification in specific facilitator training (e.g., FDS, "Thinking for a Change", "Love Notes: Making Relationships Work", Job Coaching, Resume Writing) preferred.

**Please apply on [Indeed](#)
at this link: [Self-Sufficiency Coordinator](#)
If you are a IMPACT employee ONLY you may apply at:
humanresources@impactca.org
Resume will be accepted until the position is filled.**