



St. Ann's Center for Children, Youth and Families Job Description

Position Title: Education & Employment Coordinator		
Position Status: <i>(Regular Full-Time, Part-time, Temporary, On-Call)</i> Regular Full-Time		
Name:		

Accountable to:
Title: V.P. of Programs
Supervision Exercised: <i>(List Number and Titles of Positions Supervised – Otherwise use N/A)</i> N/A

Minimum Educational Requirements: <i>(what is the minimum needed)</i> Bachelors Degree	Minimum Licensing Requirements
Preferred Educational Requirements:	Preferred Licensing Requirements

Minimum Years of Related Work Experience: <i>(Specify field of experience needed)</i> Minimum of 2 years experience in education, human services, or not-for-profit work with some supervisory experience

Required Knowledge, Skills and Abilities: <i>(level of professional, technical and interpersonal skills)</i>
<ul style="list-style-type: none"> • Demonstration of leadership, sense of vision, and ability to motivate others • Strong interpersonal skills, with professional demeanor and presentation • Strong verbal and writing skills • Ability to work with diverse population including clients/students, volunteers, employers, community leaders, business and education/training partners, co-workers, and other stakeholders • Ability to advocate for clients/students within the framework of St. Ann's mission. • Strong sense of organization, planning and research with ability to multitask • Knowledge of college application process including SAT preparation • Ability to network with prospective employers, directors of training programs, leaders of educational institutions, and others within the community

- Understanding of region’s economic and employment trends
- Strong technology skills
- Flexible and able to work some evenings and weekends
- Excellent computer skills including use of Microsoft Office Word, Outlook and Excel
- A valid driver’s license with a clean driving record; willingness to transport clients in Company vehicles.

Description of Duties:

Position Summary

Responsible for the development and daily implementation of a comprehensive employment, education and life skills program that provides enrichment and support in a residential setting.

Major Duties and Responsibilities:

1. Conducts career assessments to identify interests and potential job pathways.
2. Assists clients in identifying and accessing appropriate job training programs or educational programs.
3. Coordinates and teaches “soft” job skills including: resume writing; interviewing; dressing for an interview and job; conducting a job search.
4. Assists clients with resume writing, cover letter crafting, and interview preparation.
5. Provides job search training including online platforms, networking strategies, and job application processes.
6. Cultivates and maintains relationships with employers, training programs, and educational institutions.
7. Matches clients with suitable job openings, training programs and educational opportunities based on their skills and goals.
8. Provides ongoing job coaching and support during the initial employment period.
9. Assesses individual needs and create personalized life skills development plans.
10. Collaborates with team in developing, coordinating and teaching essential life skills curriculum including budgeting, time management, personal hygiene, nutrition, personal relationships, self-advocacy, communication skills, conflict resolution, stress management, and accessing community resources and services.
11. Maintains regular communication with program directors and social services staff regarding client’s progress in achieving goals.
12. Maintains data on clients for quality assurance program.
13. Participates in Performance and Quality Improvement (PQI) process by collecting and analyzing outcome data, suggesting program enhancements, and implementing identified programmatic changes as necessary.
14. Accepts and completes other duties as assigned.

Certifications:

Supervisor: I hereby certify that this position description is current and accurately describes the Employee’s current duties:

Employee: I hereby certify that I have read and understand my duties as outlined in this position description:

(Name and Signature)

(PRINT Name and Sign)