

Job Title	Career Coach – READY4Life
Employer/ Agency	AVANCE Houston, Inc
Job Description	<p>Summary:</p> <p>The Career Coach position is essential to the Healthy Relationship Program including the workshops and Vocational Academy. Position responsibilities include assisting in recruitment, conducting job readiness and resume-building presentations at each workshop site, creating awareness of professional growth development, researching possible educational options suitable for the participants, searching job openings that match participant career interests, engaging participants to attend Vocational Academy opportunities, and plan upcoming Vocational Academy opportunities. Some additional duties that are required consist of providing personal consultations, creating assessments to discover participant career goals, cultivating participant interaction, and documenting efforts in the federal nForm System according to compliance guidelines. The position supports compliance with all applicable laws and regulations of the following regulatory bodies: Office of Family Assistance, United Way, and AVANCE.</p> <p>Job Function:</p> <p>Full-time</p> <ul style="list-style-type: none"> • Connect participants to the program’s Vocational Academy for job/skill training opportunities. • Recruit for Healthy Relationship Programs. • Attend nForm database training and enter participant notes in the system. • Promote and develop employment opportunities for participants. • Inform participants about business, labor, and public training programs through various media. • Facilitate or Co-Facilitate resume writing skills, mock interview presentations • Remain updated on new job search trends and interviewing techniques. • Engage participants and establish trusting, collaborative relationships directed toward the goal of competitive employment. • Assist participants in learning how their benefits will be affected by earned income in the current climate. • Help participants think about long-term employment goals, work history, strengths, personal culture (as defined by each person), justice involvement, and other factors that relate to a current vocational goal. • Complete a career profile for each new participant with information and updates the profile with each new job placement, education experience, and all certificates of completion through any element of our program. • Develop an individual employment plan with participants; Offer specific training programs to help participants maintain or improve job skills. • Update the employment plan quarterly or when there is a change in

	<p>employment or educational status.</p> <ul style="list-style-type: none"> • Conduct job readiness activities directed toward positions that are individualized to the interests and uniqueness of the participants • Conduct continuous hiring searches around the greater Houston area, that may be beneficial to the Healthy Relationship Program participants. Notify participants via correspondence of upcoming employment fairs, training, and additional education opportunities. • Supports clients making employer contacts by applying for jobs, or learning more about jobs available in the community. • Provide one on one support to assist participants in seeking employment, career-changing opportunities, and exploring career pathways. • Organize and host additional resume and cover letter clinics for all successfully completed and currently active participants in English and Spanish following each cohort. • Orchestrate job fairs, invite employers, and connect participants with hiring employers based on acquired learned skills. • Monitor, evaluate, or record participants' involvement with the job readiness and career advancement element of the Vocational Academy. • Refer and connect participants with employment-supportive community partners. • Attend local and national meetings, seminars, and conferences to obtain new information, skills, trends, etc. for use in new training programs or new avenues of providing new services to our participants. • Promote our program's Vocational Academy.
Qualifications	<ul style="list-style-type: none"> - Bachelor's degree in education, sociology, social work marriage and family studies, psychology or other related field. - 2 years' experience in workforce development/career services, communication and marketing. - Bilingual Spanish and English (Oral and Written)
City, State, Zip	Houston, TX,
Application Method	<p>Apply Here: https://www.linkedin.com/jobs/view/career-coach-ready4life-at-avance-houston-inc-3812557768</p>
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.