



Opening doors to  
housing and recovery.

## **Job Description – Employment Recovery Coach**

**Reports To:** Associate Director of Recovery Communities

The position of Employment Recovery Coach serves to help bridge the gap between clients served at Old Pueblo Community Services and employers in the Tucson community. The Employment Recovery Coach will achieve this goal by developing relationships with employers in the community to assist with reducing stigma associated with populations served by OPCS. The Employment Recovery Coach will work with clients individually and in a group setting to address topics such as job search and application strategies, resume writing, interview skills, labor market information and job retention.

### **Duties and Responsibilities:**

1. Develops new job contacts each month by making cold calls and engaging with employers in person in order to identify jobs which meet the needs of the clients.
2. Attends meetings where referrals and/or employment leads may be obtained.
3. Maintains positive community relations and assists with marketing activities.
4. Educates prospective employers about various barriers to employment, disabilities, and vocational implications, use of assistive devices, job accommodations and facility services available to them.
5. Represents Old Pueblo Community Services to businesses, families, organizations, referral sources and the community.
6. Refers individuals to potential employment placements.
7. Assists individuals in the completion of specific job applications, preparation for interviews and keeping scheduled appointments.
8. Instruct individuals and groups of individuals in career development techniques such as job search and application strategies, resume writing, interview skills, labor market information and job retention.
9. Provides follow-up services to individuals who have been placed in, or referred to, an employment situation in accordance with referral agency requirements.
10. Provide follow-up services to employers regarding client's performance and to assist with resolution should problems arise.
11. Documents work, contacts and employment efforts in client's case file.
12. Writes reports as required.
13. Attends adult recovery team (ART) meetings for clients engaged in receiving employment services through OPCS.
14. Performs other related tasks as required.

### **Qualifications:**

1. Bachelor's Degree preferred, but not required.
2. Prior experience working in a position assisting clients to achieve their employment goals is preferred.
3. Excellent written and verbal communication skills.
4. Knowledge of the local business community.
5. Ability to engage OPCS clients into employment services.
6. Ability to advocate for services and employment for OPCS clients.
7. Arizona driver's license, current insurance and reliable vehicle.