



Opening doors to
housing and recovery.

Job Description – Employment Coach

Reports To: Clinical Manager

The position of Employment Coach serves to help homeless individuals reenter the workforce and increase their independence and quality of life. The Employment Coach works with clients, individually and in a group setting, to address employment strategies such as job search and application strategies, resume writing, interview skills, labor market information and job retention. They will also strive to develop relationships with employers in the community to assist with reducing stigma associated with populations served by OPCS. This position *primarily works with housing clients in the reentry transitional housing, low barrier bridge shelter and permanent supportive housing programs.*

Duties and Responsibilities:

1. Refer individuals to potential employment placements. Assists individuals in the completion of specific job applications, preparation for interviews and keeping scheduled appointments.
2. Provide individual and group instruction in career development techniques such as job search and application strategies, resume writing, interview skills, labor market information and job retention.
3. Provide referrals to training, specialized courses, apprenticeships, and continued education as necessary for skill development.
4. Provide follow-up services to individuals who have been placed in, or referred to, an employment situation in accordance with referral agency requirements.
5. Provide follow-up services to employers regarding client's performance. Assist with resolution should problems arise.
6. Document work, contacts and employment efforts in client case file. Write reports as required.
7. Attend adult recovery team (ART) meetings for clients engaged in receiving employment services.
8. Attend meetings where referrals and/or employment leads may be obtained.
9. Maintain positive community relations and assist with marketing activities.
10. Educate prospective employers about various barriers to employment, disabilities, and vocational implications, use of assistive devices, job accommodations and facility services available to them.
11. Represent OPCS to businesses, families, organizations, referral sources and the community.
12. Performs other related tasks as required.

Qualifications:

1. Bachelor's Degree preferred.
2. Experience working in a position assisting diverse clients to achieve their employment goals preferred.
3. Knowledge of the local business community.
4. Strong communication, interpersonal skills and excellent written and verbal communication skills.
5. Ability to engage OPCS clients into employment services and advocate for services and employment opportunities in the business community.
6. Willingness to learn and practice evidenced based practices, such as Motivational Interviewing, Housing First and Harm Reduction.
7. Self-starter committed to a team approach. Responsible, dependable, able to multi-task, set priorities, meet deadlines and work flexible hours.
8. Strong computer skills; Advanced Microsoft Office skills required. Experience using Electronic Health Record a plus.
9. Arizona driver's license, current insurance and reliable vehicle.
10. Bilingual, bicultural and/or Veteran is a plus.

06/11/2020