



## Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### Employment Coach II

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.*

#### Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

**Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.**

#### Employment Coach 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. Complete Intake process and Behavioral Health Assessment for clients referred for employment services through the Homeless Work Program.
3. Complete a vocational profile with each new client to assist in identifying needs and barriers as related to client's vocational goals.
4. Update recovery plans to include SMART goals/objectives, and relevant services as related to each client's employment needs.
5. Review recovery plans at each session to assess and document progress and/or barriers.
6. 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.
7. Provide referrals to training, specialized courses, apprenticeships, and continued education as necessary for skill development.
8. Provide follow-up services to individuals who have been placed in, or referred to, an employment situation in accordance with referral agency requirements.
9. Provide follow-up services to employers regarding client's performance. Assist with resolution should problems arise.
10. Document work, contacts, and employment efforts in client case file and required data trackers. Write reports as required.
11. Submit monthly and quarterly reports to funders.
12. Attend adult recovery team (ART) meetings for clients engaged in receiving employment services.
13. Attend meetings where referrals and/or employment leads may be obtained.
14. Maintain positive community relations and assist with marketing activities.
15. Educate prospective employers about various barriers to employment, disabilities, and vocational implications, use of assistive devices, job accommodations and facility services available to them.
16. Represent OPCS to businesses, families, organizations, referral sources and the community.
17. Performs other related tasks as required.

**Employment Coach Qualifications:** Masters or Bachelor's degree in a related field; Associates' degree in a related field and 1 years of full-time related experience OR; High School diploma or General Education Equivalent (GED) and 3 years full-time related experience preferred. Experience working in a position assisting diverse clients to achieve their employment goals preferred. Knowledge of the local business community. Strong communication, interpersonal skills, and excellent written and verbal

Job Status  
Full Time

Pay Rate  
\$18.88 - \$23.10

Pay Comments  
Salary based on experience.

***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***

Mail Resume/Application to:

Ms. Jeanie Pike  
HR Director  
Old Pueblo Community  
Services  
4501 E. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



Employment References, drug screen and background check is conducted pre-employment.

communication skills. Ability to engage OPCS clients into employment services and advocate for services and employment opportunities in the business community. Willingness to learn and practice evidenced based practices, such as Motivational Interviewing, Housing First and Harm Reduction. Self-starter committed to a team approach. Responsible, dependable, able to multi-task, set priorities, meet deadlines, and work flexible hours. Strong computer skills, Advanced Microsoft Office skills required. Experience using Electronic Health Record a plus. Arizona driver's license, current insurance, and reliable vehicle. Possess and maintain valid CPR/First Aid Certification. Bilingual, bicultural and/or Veteran is a plus.