Job Description:

**Dove, Inc. Life Skills and Employability Coordinator**

**GENERAL RESPONSIBILITIES**

The Dove, Inc. Life Skills and Employability Coordinator, under the supervision of the Homeward Bound Program Director, is responsible for providing one‐on‐one counseling sessions to agency clients consistent with the organization’s vision and in compliance with regulatory/funding requirements. The Life Skills and Employability Coordinator ensures counseling service quality by adhering to agency policies and procedures, managing related data collection and reporting, and fostering continuous improvement. The Life Skills and Employability Coordinator also effectively supports integrated programs as assigned. To fulfill these roles must have good interpersonal skills, possess a working knowledge of finances/credit, be an effective problem‐solver, and be able to convey suggestions/ideas in a constructive, nonjudgmental manner, must be organized and efficient in time/work management. The Life Skills and Employability Coordinator provides supervision to the Employability Specialist and Children’s Specialist.

**EXAMPLES OF WORK**

Assesses needs of clients and develops programs to lead them to greater self- sufficiency and retention of permanent employment.

Assists in selecting candidates for Dove-Homeward Bound employability programs.

Provides individual feedback to employability program applicants and participants to support growth towards employment goals.

Provides individual and group trainings to meet identified needs.

Participates in regular client staffing’s to address client progress

Meets regularly with employers to develop mutually beneficial relationships.

Develops materials consistent with program curriculum and documents client progress.

Provides consumer skills, job readiness, housing and home management, and health and wellness information.

Develops role-playing classes on body language and how to dress and interview for a job.

Conducts housekeeping inspections and assists clients with correcting any areas of concern. Submits maintenance requests to the Properties and Inspections Manager

Arranges for other agencies, programs to provide workshops, trainings to clients.

Monitors progress and advocates for clients at job sites on a regular basis.

Provides Direct Supervision to the Employability Specialist and Dove-Homeward Bound Children Specialist

Ensuring client files are complete, including appropriate information releases, file documentation, proper computer database entry, and related correspondence.

Participates in staff meetings and trainings as scheduled.

Performs related duties as required.

**QUALIFICATIONS**

Applicants should have at least two or more years of experience in social service field preferred. An academic degree in a related field may substitute for experience. Applicants should demonstrate problem solving and time management skills. Applicants should have good problem solving and time management skills, knowledge of consumer skills, job readiness, housing and home management, health, and well-ness information.

Applicant should have basic proficiency with calculator, keyboard, Microsoft Word, Excel, & Outlook. Applicant should have experience with computer appointment systems, data entry, and business writing. Applicant should demonstrate the ability to work on projects independently with strong personal organization.

Applicants should have effective communication skills and should be able to work in a cooperative team atmosphere and function smoothly under stress. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

**SALARY AND BENEFITS**

The introductory salary range for this position is from $29,000-$34,000 per year with raises available each July 1st based on availability of funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life & disability insurance, direct deposit, matching retirement and an Employee Assistance Program.

**WORK CONDITIONS AND ENVIRONMENT**

This is a full time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. This employment is contingent upon continued funding for this position. The Dove, Inc. Life Skills and Employability Coordinator reports to the Homeward Bound Program Director. A program office is located at 788 East Clay Street. This position is funded through a grant, and no promise of employment is made beyond the end of that grant period.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

**Revised July 2020**