



Job Title: Employment Education Coordinator – Success Training Employment Program

Company: United Against Poverty www.uporlando.org

Availability: Full Time, Monday-Friday with occasional evening/weekend events

Salary: \$36,000-\$40,000 annually, plus benefits

Resume: Please send resume to Carla Cox carla@UPCenters.org

Organization Description: United Against Poverty is a non-profit social service agency located near downtown Orlando that strives to inspire and empower people living in poverty to lift themselves and their families to economic self-sufficiency. United Against Poverty was established in Central Florida in 2001 and today serves over 500 families a day through the Life Enrichment and Crisis Navigation Center, the Member Share Grocery Program, and the Success Training Employment Program.

Position Description: As a member of the program team, the Employment Education Coordinator will provide ongoing instruction to low-income adults in the areas of emotional intelligence, basic computer knowledge, resume writing, job interview training, and workplace skill. The goal of this program is for participants to complete the Success Training Employability Program (STEP) 120-hour training class leading to an increase in income above 200% of the Federal Poverty Guideline.

The Employment Education Coordinator reports to the Program Director and works in collaboration with the Student Recruiter, another Employment Education Coordinator, the Workforce Development Manager, and the Success Coach to provide effective communication to clients about education opportunities.

Principal Responsibilities:

- Work alongside unemployed or under-employed persons who are ready to create change in their lives through emotional intelligence, job skills training, and workplace success training.
- Facilitate the instruction of the Success Training Employability Program through presentation of curriculum, leading group discussion, and organizing group activities.
- Complete pre and post testing of program participants.
- Manage case files in an organized format compliant with confidentiality needs.
- Manage ongoing relationships with adults with multiple barriers to employment include drug use, incarceration, homelessness/housing instability, transportation issues, mental health barriers, medical health barriers, etc.

- Nurture and create partnership with community partners in the Central Florida area.
- Provide participants in the program case management and follow up sessions as needed.
- Document all related activity in HMIS (Homeless Management Information System).
- Provide weekly progress reports to the Program Director.

Typical Duties:

- Interviews clients to determine suitability for STEP; screens clients for skills, job experience, education, aptitude, interest and barriers to employment; evaluates client needs for supportive services and makes community referrals; develops individual employability plans.
- Reviews and assesses client employability based on skill level, education, aptitude, experience, employment / training history and barriers to employment, and develops a client - specific work plan; provides employment and training counseling and labor market information; makes appropriate referrals to employment, education, vocational training or other training resources, including referrals to mental health, substance abuse and domestic violence services.
- Understands and interprets rules and regulations applicable to employment, explains program options and goals to clients and to the public; encourages and motivates client participation.
- Teach STEP classes five days a week by presenting the curriculum in an effective, creative manner suitable for different learning styles and levels of experience.
- Develop the lesson plans ahead of time for the STEP classes. This includes bringing in guest speakers for special topics or organizing off site field trips.
- Use HMIS for client tracking; provides career counseling with continuous case management; evaluates client progress; continues to assist clients with personal and social issues affecting employability.
- Promote and disseminate information about the program; may assist clients developing resumes and preparing for interviews; maintains contact with clients, education providers, community agencies, and employers to develop employment and training opportunities for clients.
- Prepares statistical and narrative reports on caseload and program activities; enters and retrieves data on HMIS; maintain appropriate records utilizing databases; maintain accurate case notes / management in HMIS, and maintain client file in a neat, orderly, and accurate manner.
- Other duties as assigned.

Qualifications:

- Bachelor's degree and at least 1-year relevant experience.
- Excellent written and verbal communication.
- 2 or more years of teaching experience preferred.

Related Fields: Human Resources, Business Management, Communications, Hiring Manager, Adult Education, Emotional Intelligence, Psychology, Sociology, Non-Profit Management, Occupational Therapy, etc.