

**Corrections Employment Coordinator****Supervisor:** Program Manager**Salary:** \$16- \$18/ hour    **Hours:** 20/week**Position Summary**

Under the direct supervision of the Program Manager, the Employment Coordinator will provide career planning, educational, motivational and employment informational services to customers with a corrections background. The Employment Coordinator will also serve as a liaison with community resources and other agencies, organizations, and businesses interested in participating in the bridge to ensuring a client's success.

**Minimum Qualifications**

Prefer a Bachelor's degree in human services, financial planning, or related field. Two or three years-experience in working with disadvantaged populations. Strong written, verbal and interpersonal skills required including conflict resolution and problem solving. Work independently and as a strong team leader. Ability to use appropriate computer systems. Experience with Microsoft Windows operating system and Microsoft Office Suite required. Must be capable of passing Department of Corrections background check for direct service within the institution setting.

**I. Direct Customer Contact**

- Successfully complete formal training and continuing education credit requirements annually to facilitate required curriculum for program participants
- Present group and individual career related programming to correctional customers.
- Interpret educational, occupational, and labor market information to assist customers in realistic career decision-making.
- Administer and interpret formal and informal assessments as deemed appropriate to guide individuals towards occupations that may match their interests, abilities, values, and experiences; and create employability plan.
- Provide information as needed regarding labor market information and training services.
- Maintain case files with proper verification.
- Refer clients to other service providers and support agencies, if appropriate.
- Provide excellent customer service to all clients.
- Access resources of other community organizations/agencies and refer individuals for appropriate services.
- Maintain contact with participants following entry into employment to assist them in advancing and retaining employment.

**II. Reporting and Monitoring**

- Maintain and/or update necessary tracking system in order to report on performance
- Complete required monthly reports as needed and/or requested
- Report on events to supervisor and other organization as deemed appropriate

**III. Other Duties as Assigned**

- Maintain and enhance relationships with the Department of Corrections, local county jails, probation and parole, community corrections, and other appropriate stakeholders.

- Other duties as assigned by staff.

**Physical/Sensory/Cognitive Requirements**

The majority of the work time will be spent in an office setting and in the community in a variety of settings assisting in achieving the goals and objectives of Workforce Connections, Inc. Mobility within the rural and urban community is required on a daily basis. Must be able to drive and have access to a reliable vehicle. Will be required to sit at a desk or in meetings for an extended period of time. Ability to present information and respond to questions from staff, board members, and the general public when speaking on the phone or in face-to-face interactions.

Uses hearing and vision with the ability to collaborate and orchestrate in a variety of environments. Regular use of fine motor skills for writing or typing. Lifting of objects up to 30 pounds may be required. Bending and walking required regularly.

Regularly will concentrate on multiple tasks simultaneously along with the capacity to respond calmly and quickly to deadlines required. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**Environmental Conditions**

Majority of work is performed in an office setting, community, and varied conditions. Outdoor travel required.

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Employee Signature

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Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date