

Ad

Position: Job Training Specialist

Reports to: Program Director

General Summary: To assist participants of Partners for Progress in developing job readiness skills and in their job search. This program component works with adults and help them with skills and support needed to find unsubsidized employment. The purpose of Partners for Progress is to provide an intensive educational and job preparation program that promotes self-esteem and personal goal attainment related to education, work, and family in order to help families thrive and end the cycle of poverty and educational disparity.

Responsible for: Putting together a curriculum, coach participants, develop community resources, help in the evaluation of the program, maintain records for participants, assisting with recruitment and orientation for the program, entering data into databases.

Duties:

- To facilitate a 12 hour curriculum for a job readiness for unemployed adults.
- Coach participants through their job search process.
- Develop community resources to help support and direct their search for employment.
- Assist in the evaluation of program including monthly follow-up contact for participants.
- Maintain records for participants, including Eligibility Determination and Individual Family Learning Plans.
- Assist with recruitment and orientation to Partners for Progress.
- Enter data into LACES database as needed.
- Maintain an atmosphere of care, comfort, and safety for the adults who attend the program.
- Ensure that the classroom is setup with defined learning areas and provides a safe, healthy classroom environment that is arranged to support independence.
- Establish and follow a consistent daily routine that meets the needs of all adults. Develop lesson plans and appropriate activities.
- Compile and maintain various record keeping forms and progress reports.
- Attend to the adult when an emergency arises and administer first aid and CPR as necessary.
- Report and record any signs of illness or injury, write up an incident report, and submit it as appropriate within 24 hours of the incident.
- Participate in the recruitment and enrollment of families for the Center.
- Maintain cleanliness of center in all areas.
- Perform other duties as assigned or directed.

Qualifications:

- Minimum associate's degree required, bachelor's degree preferred.
- Experience in working with low income clients.
- Training in counseling people and helping them structure and meet goals.
- Ability to set and achieve personal goals.
- Familiarity with the requirements of welfare reform.
- Ability to network with a variety of community resources.
- Good written and verbal communication skills.

- Ability to write program goals and objectives.

Salary Range: \$12-\$16 per hour; 15 – 20 hours per week. (Commensurate with experience)

Qualified candidates mail, email, or fax your resume and references by 5pm Friday January 5th to: St. Malachi Center, 2416 Superior Viaduct, Cleveland, OH 44113; St_malachi@ameritech.net;
Fax: 216-771-3659. No phone calls please.