



**YB** YOUTH BUILD

LA CAUSA YOUTH BUILD

## **JOB ANNOUNCEMENT**

### **JOB PLACEMENT COACH**

(Full-Time Position)

#### **POSITION SUMMARY**

The Job Placement Coach shall report to the Program Director and provide the following services to a caseload of YouthBuild program members: individual counseling, supportive services, character development, job development, educational tutoring, case management and referrals to outside resources. Additional responsibilities for this position shall include, but not be limited to, assisting with development of effective life skills, positive leadership skills, the skills necessary to set and achieve short- and long-term goals, overcome barriers to success, become self-sufficient and resolve conflict. is The Job Placement Coach is responsible for securing placement opportunities in post-secondary education, occupational training programs and apprenticeships. The Job Placement will handle all aspects of the organization's transition services. Sincere desire to assist young people to succeed, develop self-confidence and effective leadership skills; familiarity with various challenges and issues faced by youth from low-income communities. LA CAUSA YouthBuild is a workforce and leadership development program for young people ages 16 to 24+ that live in economically distressed neighborhoods. Young people learn leadership, advocacy, and workforce readiness skills, while they earn an accredited high school diploma and industry recognized certifications. Learn more about our organization: [www.lacausainc.org](http://www.lacausainc.org)

#### **DUTIES AND RESPONSIBILITIES**

- Conduct workforce development activities with participants (e.g. mock interviews, guest speakers from industry specific companies, job preparation workshops, etc.) in both Construction and Hospitality/Culinary industries.
- Provide ongoing individual counseling; provide job development services, assist in the development of and facilitate individual group support activities.
- Develop an Individual Employment Plan (IEP) with YB members to set individual goals for success and a timetable for accomplishments i.e., working closely with all managers, the program competencies, and the personal development objectives for each YB member.
- Assess, identify, and document member's potential barriers to success; assist members to develop an appropriate written plan of action designed to overcome barriers to secure future employment.
- Establish excellent community-based partnerships with other service organizations to maintain a relevant referral network.
- Develop relationships with representatives from business, government organizations, trades and post-secondary education institutions that result in meaningful placements for participants and grades (e.g. college, full-time employment, apprenticeships, etc.)
- Engage with YB members, parents and or guardians to ensure student retention.



- On-going collaboration with community partnerships for the delivery of supportive service wrap-around services.
- Assist in outreach and recruitment, eligibility determination, selection, and orientation of program members.
- Will organize and schedule support groups among all cohorts to address challenges and identify solutions, support systems, system navigation resources.
- service, attend retreats, workshops and conferences as required.
- Provide regular feedback on a formal and informal basis to the Project Director regarding program status, suggestions for improvement and progress towards meeting stated goals and objectives.
- Drive solid collaboration with colleagues and external partners to develop and expand high quality services for the target population.
- Develop, track, report and document participant/alumni placement statistics, success stories and employment progress for a minimum of one year post program completions.
- Prepare reports, presentations, and correspondence as required.
- Attend community service, networking, conference events (some Saturdays or weekends are required) for participant and partner recruitment efforts.
- Provide basic financial coaching to participants during and after the program.
- Observe, support, and enforce the programs policies and regulations.
- Assist with recruitment, partnership development and job placement.
- Utilize a professional network to support and connect participants to industry opportunities.
- Other duties as assigned.

#### **SKILLS AND QUALIFICATIONS**

- Bachelor's degree in the related field. Three years of experience providing youth and community services which includes individual and group counseling, leadership development training, job readiness/job development, vocational education, life skills training and volunteer activities. Experience providing crisis intervention and conflict resolution is preferred.
- 5 years FT paid work experience in an organizational setting related to youth development – teaching, counseling, case management or youth service, healthy relationships, required, in a nonprofit setting preferred.
- Significant experience with partnership, employer, community-based organization and post-secondary career development with demonstrated knowledge of resources
- Experience working with at-risk (at-promise) young people ages 16-24+ from low-income backgrounds.
- Demonstrates the oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.



## **SALARY AND BENEFITS**

- 42,500 -50,000 annual salary (reflects the entire pay range); a starting wage is based on a level of experience and education that exceeds the minimum requirements and is commensurate with the compensation scale (salary range).
- Medical, Dental, Vision Benefits
- Vacation, Sick and Personal Holiday Benefits

**Required:** Valid California Driver's License; Fingerprinting and drug test

**How to Apply:** You may apply for this position as follows: indeed.com, email your resume to [info@lacausainc.org](mailto:info@lacausainc.org)

*LA CAUSA YouthBuild is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.*