



CAREER COACH For LARISE Program

Job Title: Career Coach
Department: Workforce and Economic Development Department (WEDD)
Reports to: Senior Career Coach
Status: Hourly, Non-exempt,

Summary: Coalition for Responsible Community Development (CRCD) is seeking a visionary and dynamic individual to join the Workforce and Economic Development Department team as a Full-Time Career Coach to help homeless participants secure employment under the **Los Angeles Regional Initiative for Social Enterprise (LARISE)**. This innovative position is based in Los Angeles, CA.

CRCD Mission: To better sustain, coordinate and improve local planning, development and community services that address the needs of low-income residents and small businesses in South Los Angeles. Founded in 2005, the Coalition for Responsible Community Development has a unique focus on young people in Vernon-Central (age 16-25), and collaborates with residents, businesses, community-based organizations, civic leaders and Los Angeles Trade Technical College to improve the quality of life in our community.

Position Overview: The LARISE Career Coach will assist unemployed participants in researching career paths, resources and services that will lead to full time employment. The Career Coach will create Individual Employment Plans (IEP) with enrolled participants under his/her caseload to identify the best course of action that will provide employment opportunities for unemployed Participants. The main goal of the Career Coach will be to help Participants find gainful employment in the fastest time possible.

Specific Duties and Responsibilities:

- Interview and enroll all eligible, unemployed Participants in the **Los Angeles Regional Initiative for Social Enterprise (LARISE)** program and provide career, aptitude, skill, educational assessments and career coaching services that will lead to employment
- Assist, thru career coaching, enrolled participants secure employment opportunities, training and supportive services
- Develop and maintain Individual Employment Plans (IEPs) for Participants and non-Participants that lead to employment

- Maintains up-to-date all Participants' data, reports, and databases as required by funding source and CRCD
- Facilitate, present and coach work readiness skills, workshops, trainings for Participants and non-Participants of the program
- Maintain all electronic files of enrolled participants in CalJOBS, including all internal databases maintained by CRCD. These include daily, weekly and monthly entries and updates related to enrollments, IEP, case notes, support services, participants milestones, updates, closures/exits after employment, monthly and quarterly follow-ups and any other relevant information required by the funding source and CRCD
- Maintain paper files of all enrolled participants, including homeless, Veteran, foster youth, disabled, reentry and mono-lingual participants in his/her caseload
- Assist Participants who choose to do training funded and guide them complete the paperwork. These trainings include: Individual Training Accounts, On-The-Job Training, Upscaling training that increases opportunities to keep and move up the company, and any other training approved by LARISE and WIOA contract
- Attend community events, meetings, job fairs, stand downs and other activities to promote Workforce and Economic Development Department and all CRCD programs and services
- Serves as internal (CRCD), external liaison and subject matter expert for all job-related topics, issues, needs, trends, and services needed by Participants
- Provides subject knowledge, information and data related to Participants for papers, reports and funding applications pursued by CRCD
- Submits weekly, and/or monthly reports of all activities and services completed in the field as well as services provided to Participants
- Join committees, clubs and organizations that support Participants in many of the social needs of the homeless community, including but not limited to employment, housing, mental services, training, education, vision, health care and more.
- Process WIOA scholarship applications for Participants seeking training that leads to employment
- Captures and reports leverage training completed by Participants in his/her caseload.
- Completes and prepares support service forms needed by Participants that will help secure employment. Prepares paperwork for invoicing and check requests for supportive services.
- Track client's expenditures, activities, and outcomes
- Maintain a caseload of 100 to 150 participant files.
- Place 80% of enrolled Participants into employment. This is 80 to 120 Participants placed in long term employment.
- Coach will be required to place a minimum of 2 Participants in employment per week.
- Coach will be required to complete all steps of the placement process, including but not limited to obtaining check stubs or other acceptable document that proves Participant is employed, complete paper

case files, complete electronic closure in CalJobs database, submit files to Quality Assurance for review and receive credit for assisting participant into employment.

- Career Coach will conduct Follow Ups of participants after placement as required by contracting agency (30-day, 60-day, 90-Day Follow Ups as well as 2nd, 3rd and 4th Quarter Follow Ups).
- Support department and CRCD in developing guidelines, plans, systems and programs that will lead to improving the customer experience of all services offered by the organization.
- Travel about 30% to 50% of time to assigned social enterprises located around Los Angeles area and work with enrolled participants at each location. Travel requires reliable and secure mode of transportation. Mileage will be reimbursed.
- OTHER DUTIES as assigned by supervisor or CRCD management.

Minimum Qualifications:

- Bachelor's degree and two years related experience in case management in a workforce development setting; or minimum four years of related experience with and AA/AS degree.
- Knowledge of assessment tools, counselling techniques, teaching/facilitation, crisis intervention, case management, computer skills, job placement and job matching

Preferred Qualifications:

- Knowledge of needs of vulnerable populations, i.e., Participants, ex-offenders, individuals with disabilities, Veterans, homeless individuals, English language learners
- Background in collaborative settings and government reporting
- Bi-lingual in a community-based language a plus but not required

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use of hands to finger, handle or feel objects, tools or controls. Employee may need to climb stairs, balance, stoop, kneel, crouch or crawl, talk and hear. May occasionally lift or move up to 25 pounds. Specific vision abilities require by the job include close vision, distance vision and ability to adjust focus.

Compensation: This is a full-time, exempt position, 40 hours per week at \$40,000 to \$42,000 annual salary. Competitive benefits will be offered for this position after successfully passing CRCD 90-day probation period.

Application Process: Those interested in this position may apply by submitting a cover letter, salary history and resume to: resumes@coalitionrcd.org or sdixon@coalitionrcd.org. Please make sure to include the job title & how you heard of this position in the subject of your email.

FOR MORE INFORMATION ABOUT THE CITY/COUNTY FUNDED LARISE PROGRAM, PLEASE VISIT:

<http://ewddlacity.com/index.php/employment-services/la-rise>