



Employment Services Coordinator

Full-time, Salaried

Position Summary:

The Employment Services Coordinator leads the Employment Services program of Refugee & Immigrant Services. This role is responsible for developing employer and community relationships and managing the provision of employment services to immigrants and refugees to attain self-sufficiency through employment.

Accountability:

The Employment Services Coordinator reports to the Refugee & Immigrant Services Manager.

Qualifications:

- Bachelor's degree required in Social Work, Psychology, Human Services, Political Science and/or related field.
- Experience providing social services or employment services.
- Experience working with refugee and/or immigrants preferred.
- Experience completing case notes and outside agency applications.
- Knowledge of the resources and programs available in Linn County and surrounding areas.
- Possession of a driver's license and personal transportation and insurance required.
- Excellent written and verbal/oral communication skills.
- Strong interpersonal skills and ability to work effectively with others as part of a diverse team.
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and to treat others in a friendly, courteous, and appreciative manner.
- Ability to address conflict and problem solve.
- Flexibility and ability to handle stress and new or undefined situations.
- Ability to maintain confidentiality concerning volunteers, clients, students, children, and staff or agency business.
- Strong organizational skills with ability to prioritize projects and tasks.
- Ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities.
- Strong decision-making skills and ability to work autonomously.
- Computer skills, including experience with Word, Excel, Power Point, Google programs, and databases such as Salesforce, and/or ability to learn new software and systems.
- Behave as a professional representative of CMC and communicate the mission and activities.
- Knowledge of and sensitivity to issues related to literacy, immigrants, refugees, women, poverty, and mental illness.
- Commitment to the CMC mission and the values of the Sisters of Mercy.

Responsibilities:

- Lead Employment Services program through provision of services, allocation of resources, and long-term program vision.

- Understand the requirements and documentation for the Matching Grant program to ensure employment and case management services are delivered accordingly; ensure timely and accurate compliance with all reporting requirements.
- Provide intake, assessment, and job readiness orientation to clients eligible for employment services.
- Develop comprehensive employment plans for each employable adult;
- Provide both group and one-on-one job readiness training that provide clients with the basic skills required to enhance their employability; through job coaches, Job Club, ESL for your Job, and other as needed.
- Develop and cultivate long term relationships with area employers in order to identify appropriate employment opportunities for clients.
- Identify barriers to successful employment for refugees and immigrants with varying English levels specific to each employer and develop strategies and recommendations to remove or minimize.
- Determine specific employment opportunities appropriate to clients and assist clients in accessing these opportunities by guiding them through the application and hiring process.
- Monitor client job performance, wage level, and employer/employee satisfaction.
- Assist clients and employers as necessary with post placement issues and continuing employment needs.
- Work with Volunteer & Outreach Coordinator to recruit, select, train, and evaluate volunteers, interns and AmeriCorps members; serve as their primary point of contact.
- Assist with the coordination and facilitation of the Employment Advisory Committee; and identify & recruit committee members.
- Participate in employment partnerships, initiatives, coalitions and committees and councils; develop partnerships as appropriate.
- Participates and contributes actively in program team meetings, training and professional development.
- Work as part of a team to provide comprehensive strength-based services to Catherine McAuley Center clients through coordination of cases and effective communication between team members and departments.
- Provides advocacy, assessment, and case management services to individuals, families and groups.
- Assists enrolled individuals and families in addressing needs such as personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments to determine nature and degree of problem.
- Secures information, such as medical, psychological, and social factors contributing to program participant's situation, evaluates these and program participant's capacities, and establishes appropriate service plan.
- Assists clients in developing goals, building skills and taking active steps to improve their family situation, address unmet needs, access appropriate steps, and achieve self-sufficiency.
- Refers program participants to community resources and other services, determines eligibility for financial assistance, and provides support and financial assistance as available to program participants in accord with Catherine McAuley Center's policies and procedures.
- Compiles records and prepares statistical reports as required. Reviews service plan and performs follow-up to determine quantity and quality of service provided and status of the program participant's case.
- Participates as appropriate in the implementation of counseling, education or activity groups.
- Completes accurately and timely case files and reports. Submits documentation to the supervisor/manager according to established time lines.
- Initiates requests for assistance from the Refugee & Immigrant Services Manager to address new issues or complex concepts affecting adherence to professional standards.

General Agency Duties

- Be able to explain CMC program information to individuals and families receiving services, volunteers or others in the community.
- Present a positive image of the Center and its programs.

- Contribute to the CMC newsletter, board/committee reports and other public information activities as needed.
- Assist with CMC volunteer recruitment and fundraising efforts as needed.
- Serve on CMC event committees as needed.
- Maintain clean and organized facilities including the storage and archives.
- Assist with the shared staff responsibilities for security of the clients/volunteers and building.
- Comply with all Catherine McAuley Center policies and procedures.
- Perform other duties as requested/assigned.

Physical Work Requirements

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee regularly is required to stand, walk, climb stairs, sit for extended periods of time, work at a computer, and engage in repetitive hand and/or wrist movements.
- The employee occasionally lifts and/ or moves up to 40 lbs.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the job description and understand the responsibilities I am assuming in accepting this position.

_____ Name

_____ Date

Date Established: 2/21/18; revised 4/25/19