

Job Title	Career Coach
Employer/ Agency	SER-Jobs for Progress
Job Description	<p><u>POSITION OVERVIEW/GENERAL RESPONSIBILITIES:</u> SER-Jobs for Progress is seeking dynamic individuals to join its growing staff team. We are currently looking for those experienced in working with youth, ex-offenders, and veterans. Additional consideration will be given to those with demonstrated experience in The Workforce Information System of Texas (TWIST) re-entry programs or veteran services. SER enhances the quality of life in the Hispanic Community and other communities in need, by providing education, training, and employment services. SER's education and training programs are intensive with high enrollment and placement outcomes. The responsibilities of the Career Coach will be to coach participants in the fundamentals of career planning. Provides timely guidance and feedback to help participants evaluate their strengths and weaknesses in specific knowledge/skill areas so that they can choose a career direction, prepare an action plan for career success, and employment. Adhere to the mission of SER-Jobs for Progress. <u>WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:</u> Researches and gains full understanding of SER programs as well as its target outcomes. Compiles and studies occupational, educational, and economic information to assist clients in making and carrying out vocational and educational goals and meet financial objectives. Plans, organizes, and conducts individual coaching sessions. Adjusts coaching technique, based on the strengths and weaknesses of individuals. Assists client in understanding their abilities, talents, interests, and personality characteristics in order to develop realistic career options. Files reports that detail individual assessments, demographics, provide insight to current situation, and opportunities for future action plan efforts. Provides training and education direction, encouragement, and motivation in order to prepare individuals for assessments, exploration, and creating an individual action/development plan. Instructs individuals regarding course and program selection. Builds community partner network to ensure clients are properly served to address personal, social, behavioral concerns, and all needs are addressed through SER services and/or through partnering organizations. Provides job search assistance to graduates of the training programs, including referral to job readiness workshop that includes resumes, interview techniques, and mock interviews. Follows up with graduates to offer continuing job search coaching and assist in obtaining regular, full-time employment. Initiates and maintains ongoing contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement; Maintains accurate and complete records as required; including: detailed individual assessments, demographics, performance, behavior, social development, and physical health. Have a passion for helping others understand and communicate their true value. Other duties as assigned.</p>
Qualifications	<p><u>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</u> Bilingual Required (English/Spanish). Knowledge of career counseling techniques and general financial aid available in the community. Able to conduct labor market research on individual employers and industries, as well as specific occupations and their education, experience, and credential requirements. Interact and maintain good working relationships with individuals of varying social and cultural backgrounds. Communicate efficiently and effectively both verbally and in writing. Strong</p>

	leadership skills. Results driven. Detailed oriented. Proficient computer skills (Microsoft Office Suite 2007). Ability to handle confidential information in accordance with the Federal Privacy Act. Willingness to engage in continuous learning and training. Carry out multiple tasks and meet deadlines. Follow instructions furnished in verbal or written format. <u>REQUIRED EDUCATION and WORK EXPERIENCE:</u> Bachelors degree in business, social work, or related field (preferred). A minimum of two years of experience working with workforce development or social service programs. Demonstrated flexibility and experience working with sensitive and diverse populations.
Salary/Hours	Competitive, DOE. Monday – Friday, 8am – 5pm
Employer/Agency	SER-Jobs for Progress
Address	201 Broadway
City, State, Zip	Houston, TX 77012
Contact Person	Altonette Perry
Contact Title	Workforce Development Director
Telephone Number	713-773-6000 (phone number to not be disclosed in posting)
Fax Number	713-773-6010
Email Address	jobs@serhouston.org
Application Method	<u>TO APPLY:</u> Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about the opportunity, to jobs@serhouston.org by Sunday, August 25th. Please enter "VACANCY – Career Coach" in the subject line. No phone calls please.
Opening Date	August 13, 2013

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mawjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.