



CAREER COACH/JOB PLACEMENT SPECIALIST

Posting Date: 1/2/19
Location: Harvest House Ministries, 175 Jefferson Avenue, Buffalo NY
Classification: Hourly/full time/non exempt
Supervisor: President, Harvest House Ministries
Hours: 8 am – 4 pm Mon, Wed, Fri
10 am – 6 pm Tues, Thurs

Harvest House Ministries is seeking motivated applicants for a full-time Career Coach/Job Placement Specialist for its' New Hope Education Center. Harvest House works to break down the barriers keeping people in poverty by providing integrated and inclusive support services to underserved and marginalized communities in Buffalo.

JOB SUMMARY: Working under the direction of the President, the staff member will provide program oversight; collaborating with training providers and students for implementation and support services for students attending vocational training at the New Hope Innovative Health Career Center.

QUALIFICATIONS: • Experience working in a workforce development, not for profit, or educational setting • Strong skills managing complex, multifaceted projects resulting in measurable success and program growth • Strong self-motivation • Ability to take a leadership role; taking direction and providing direction to others • Excellent verbal and written communication skills • Strong organizational skills and attention to detail • Proficient in Microsoft Office programs for scheduling and as a management reporting tool • Creativity and problem-solving capabilities • Positive and engaging interpersonal skills • Ability to work effectively in collaboration with diverse groups of people

ESSENTIAL FUNCTIONS: • Provide comprehensive tutoring, soft skills training, and technical assistance to students enrolled in health programs. • Coordinate tutoring and pre-entrance testing for individuals seeking to enter vocational training programs • Help student's access financial aid and connect to community services • Assist students enrolled in health programs with resume development, job search guidance and job placement • Provide outreach to medical industry leaders to develop industry needs on job placement • Track student progress for outcomes • Participate in quality initiatives, team meetings, case conferences and community advisory group • Coordinate wrap-around support services offered by Harvest House to support the needs of students • Collect statistics related to grant oversight and report to President in a timely fashion. Other tasks as assigned by management.

PHYSICAL REQUIREMENTS: Must be able to sit or stand for long periods of time. Exert up to 50 lbs, pushing, pulling or lifting. Able to talk/hear communicate with others with or without reasonable accommodation.

Submit resume, letter of intent to Carol Murphy: cmurphy@harvesthousebuffalo.org 175 Jefferson Avenue, Buffalo NY 14210 by January 21, 2019. No phone calls please