

## HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

<b>Job Title:</b>	NextGen Job Coach
<b>Reports to:</b>	NextGen Coordinator
<b>General Classification:</b>	Operations
<b>Employment Status:</b>	Part-time, Hourly This is a temporary position funded through December 31, 2021.
<b>Last Review:</b>	June 14, 2021, <i>Subject to change as merger integration evolves.</i>

### **GENERAL STATEMENT OF RESPONSIBILITIES**

This position serves as the Hampton Roads Workforce Council's (Council) NextGen Job Coach and performs professional work providing career advising and worksite support to NextGen Regional Interns, ages 16-21. The Job Coach will assist youth with career exploration, resume writing, job search, job or college application development, career pathway planning, goal development, and budgeting. Job Coaches will also visit worksites to meet with NextGen Regional Interns and their site supervisors. Worksites are located in the Cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach. Scheduled hours will range between 7:00 a.m. – 9:00 p.m., Monday through Saturday with flexible scheduling. Some evenings and weekends will be required.

### **ESSENTIAL JOB FUNCTIONS**

- Conduct weekly or bi-weekly appointments with NextGen Regional Interns;
- Visit work sites on a weekly or bi-weekly basis;
- Develop individual service plans with NextGen Regional Interns;
- Maintain client records and case notes;
- Design youth appropriate handouts/examples/flyers, and
- Assist with planning and set up of all major events.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Directors' Vision, Mission and Values.

### **REQUIRED KNOWLEDGE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **SKILLS AND ABILITIES**

- Ability to understand the vision and values of the Council and to implement the mission, purpose, and goals.

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### **LANGUAGE SKILLS**

- Ability to facilitate workshops;
- Ability to respond effectively to staffing issues, customer inquiries and complaints and other sensitive program related matters, and
- Ability to effectively present and report both qualitative and quantitative information to both small and large groups, committees, etc.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

### **REASONING ABILITY**

- Ability to apply principles of logical thinking to a wide range of organizational and service delivery challenges and issues, and
- Ability to deal with a variety of competing interests, abstract and/or concrete variables.

### **EDUCATION AND EXPERIENCE**

Requires at least one year of work experience combining elements of job placement, training, and counseling or other services working with youth. Ability to manage multiple projects and build strong customer relations. Experience using a computer, and electronic communication in a working environment. The capability to work evenings and weekends.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage reimbursement will be provided per agency policy.

### **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light-weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work-station.

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.