

HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

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| Job Title: | Career Coach, Emerging Workforce |
| Reports to: | Emerging Workforce Coordinator |
| General Classification: | NextGen Pay Band: Career Coach |
| Employment Status: | Full-time, Non-Exempt |
| Last Review: | July 1, 2024 |

GENERAL STATEMENT OF RESPONSIBILITIES

The Emerging Workforce division of the Hampton Roads Workforce Council was designed to create a regional talent pipeline focused on increasing access to professional development opportunities, and economic mobility for youth and young adults in the region. This position serves as the division's Career Coach and assists program participants with career assessment, exploration and immersion, preparing for job searches, internship placement support, post-secondary and graduate school preparation, financial literacy education, general outreach, and follow-up support for all participants, of approximate ages 10 – 24. Also, the Career Coach will support participating employers and other stakeholders in creating career development initiatives for youth and young adults. Work is performed under the general supervision of the Emerging Workforce Coordinator. **The hours of operation for the Emerging Workforce programs are between 7am-9pm, Monday through Saturday. This is a highly mobile position.**

ESSENTIAL JOB FUNCTIONS

- Assess the knowledge, skills, abilities, and employment needs of Hampton Roads Community youth and young adults.
- Assist participants with career exploration based on assessment outcomes.
- Guide youth and young adults through the preparation of individual career, education, training, and employment plans, based on their specific occupational goals.
- Counsel youth on available job opportunities, training programs and other services.
- Refer individuals to appropriate services, training programs or job opportunities and follow-up on those activities.
- Conduct orientation sessions, workshops, job clubs and other group presentations for clients.
- Plan, and implement career-related special events.
- Market to and communicate with youth via the web and other digital resources.
- Develop marketing materials for workshops and other special events.
- Other duties as assigned.

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

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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.

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.
- Bi-lingual English/Spanish is highly preferred.

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 percentage.

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 a bachelor's degree in counseling, social science, human services, business or public administration or related field. One year 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 ability 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 workstation.

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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.

Employee Name: _____ Date: _____

Signature: _____