

## **JOB OPENING (JOB CODE: TJ002)**

**[JOB TITLE:] Transitional Jobs (TJ) Employment Coach      [SALARY RANGE:] \$35,318-\$44,137/annual**

**[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207**

**[LOCATION:] Green Bay, WI**

**[STATUS:] Full Time**

**[TERM:] Regular**

**[CLOSING DATE:] Until Filled**

**[APPLICATION DEADLINE:] Until Filled**

**[NUMBER OF OPENINGS:] 2**

**[JOB TYPE:] Internal/External**

### **[SUMMARY:]**

Under the supervision of the Transitional Jobs Lead Coordinator, the Transitional Jobs (TJ) Employment Coach is responsible for working with program participants to ensure placement and retention in subsidized employment. Responsible for coordinating efforts with other employment and training programs to facilitate career advancement and progress towards obtaining unsubsidized employment. Outreach and recruits, screens, assess and enrolls eligible participants into the TJ Program. Responsible for case managing and coordinating with partner agencies in making referrals to other support services to enhance opportunities for unsubsidized placement. Helps develop and maintain TJ host worksites, as well as coordinate placement of eligible Transitional Workers. Responsible for monitoring participant's program activities to ensure program outcomes/benchmarks are met. Coordinates with the Quality Assurance Team to ensure accuracy in data entry, tracking and reporting requirements to ensure contract compliance in both TJ Program Policy as well as Human Resources (HR) Personnel Policies.

### **[JOB DUTIES:]**

- 1) Recruits program participants this includes pre-screening for program eligibility.
- 2) Conducts UMOS TJ worker orientations and other related job readiness activities prior to placement into the subsidized employment.
- 3) Conducts assessments and develops a joint Employment Plan in coordination with the program participant.
- 4) Places eligible participants in TJ opportunities (slots) at host worksites.
- 5) Manages a TJ participant caseload to ensure participant files comply with TMJ/TJ Program Policy requirements and UMOS TMJ/TJ Standard Operating Procedures (SOP).
- 6) Makes referrals to other programs that offer essential services (i.e., housing, driver's license reinstatement, Child Support, etc.)
- 7) Assists in identifying companies in the non-profit and profit sector, including community-based organizations that could potentially serve as TJ Host Worksites.
- 8) Evaluates Host Worksites ensuring they are safe, value-added and that they enable TJ workers to learn skills that align with identified career goals.
- 9) Secures TJ Host Worksite agreements with each Host Worksite which clearly outlines the obligations to ensure TJ slots do not displace any regular employees, and that Host Worksites have grievance procedures in place to resolve complaints.
- 10) Acts as a liaison between Host Worksites and UMOS to resolve any customer service and TJ retention problems.
- 11) Works with the TMJ/TJ Quality Assurance Team to ensure payroll information is collected and recorded timely and accurately.
- 12) Helps cultivate long-term relationships with existing and potential employers that may serve as TJ Host Worksites.
- 13) Assist host worksites to develop appropriate job descriptions, maintain a database of TJ Host Worksite slots and descriptions, and relay that information to the Lead Coordinator and/or Director.
- 14) Works with other collaborating entities to link TJ workers to Host Worksites developed externally, if appropriate.
- 15) Tracks hours of participation not to exceed hours allotted by TJ Program policy.
- 16) Documents case notes and retention progress notes to the Quality Assurance staff in a timely manner.
- 17) Attends meetings, conferences and workshops as assigned, performs special projects and other related duties as needed.

**[QUALIFICATIONS:]**

- 1) Associate Degree or two years of college level work in the areas of Social Work and/or Human Services, Marketing and/or Business, relevant experience may be substituted for some of the educational requirements and vice versa.
- 2) Three or more years of professional experience, knowledge of case management policy and procedures, employer marketing, job development and job placement.
- 3) Must possess strong written and oral communication and presentation skills and the ability to meet agency goals.
- 4) Proficiency with personal computer hardware and software required: Microsoft Word, PowerPoint, Excel, and Outlook in their most recent versions (e.g., Office 365, Office 2016 or higher).
- 5) Must possess awareness, knowledge and sensitivity to socioeconomic and culturally diverse backgrounds of the target populations served.
- 6) Must have a car; possess a valid Wisconsin driver's license and adequate auto liability insurance and be able to travel and work irregular hours.

**[CLICK HERE TO APPLY FOR THIS JOB.](#)**

***Equal Opportunity Affirmative Action Employer***

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