

Employment Coach

JOB CODE: NE003

Schedule: Full-Time, On-Site

Work Status: Regular

Salary: Starting at \$17.00, based on experience

Location: Green Bay, WI

Why Choose UMOS? You can make a positive difference in the lives of those who need it the most!

Programs and services provided by UMOS are divided into three major divisions: workforce development, child development, and social services, which include farm labor housing, Teen Tobacco Prevention, HIV prevention services, domestic violence, sexual assault and human trafficking supportive services, home energy assistance, food pantry, farm labor housing and after school programs. In addition to these programs, UMOS sponsors and organizes a number of corporate, cultural and community events in Wisconsin. Currently, UMOS operates 40+ programs in several states.

Benefits Include:

Full-time employees receive Paid Time Off; 12 Paid Holidays; Health, Dental, and Vision Insurance; Short-Term and Long-Term Disability Insurance; Life Insurance, Accidental Death & Dismemberment (AD&D) insurance; Retirement plan options (401(k) and/or ROTH IRA

Do you have a strong desire to help others to gain work skills which will help them become a successful employee? We have an outstanding opportunity available!

The Transitional Jobs (TJ) Employment Coach is responsible for working with program participants to ensure placement and retention in a subsidized employment program. Responsible for coordinating efforts with other employment and training programs to facilitate career advancement and progress towards obtaining unsubsidized employment. Provide outreach, recruit, screen, assess and enroll 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.

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Primary Responsibilities:

- 1) Recruits program participants this includes pre-screening for program eligibility.
- 2) Responsible for conducting UMOs TJ worker orientations and other related job readiness activities prior to placement into the subsidized employment.
- 3) Responsible for the assessment, development of a joint Employment Plan in coordination with the program participant.
- 4) Responsible for the placement of eligible participants in TJ host worksites.
- 5) Responsible for case managing a TJ participant caseload to ensure participant files comply with TMJ/TJ Program Policy requirements and UMOs TMJ/TJ Standard Operating Procedures (SOP).
- 6) Responsible for making referrals to other programs that offer essential services (i.e., housing, driver's license reinstatement, Child Support, etc.)
- 7) Assist in identifying companies in the non-profit and profit sector, including community-based organizations that could potentially serve as TJ Host Worksites.
- 8) Responsible for the evaluation of the Host Worksites ensuring they are safe, value-added and enable TJ workers to learn skills that align with identified career goals.
- 9) Secures TJ 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 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 Works Program Manager.
- 14) Work with other collaborating entities to link TJ workers to worksites developed externally, if appropriate.
- 15) Responsible for providing case notes and retention progress notes to the Quality Assurance staff on a timely manner.

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.

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Equal Opportunity Affirmative Action Employer