

## Career Coach

**JOB CODE:TH005**

**Schedule: Full Time On-Site, Monday-Friday**

**Work Status: Regular**

**Salary: Starting at \$17.00 per hour, based on experience**

**Location: Milwaukee, 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:**

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

**Does it excite you to help others succeed? If this describes you, we have a rewarding opportunity available that will allow you to help others achieve their potential!**

As a Career Coach in our One Workforce program, you will be responsible for working with program participants to ensure progress toward employment and training goals. You will recruit, screen, and enroll eligible participants into the One Workforce program and facilitate their learning and transition into unsubsidized employment. In addition, you will provide support to participants in retaining employment and help them obtain further educational advancement.

**Primary Responsibilities:**

1. Maintains current knowledge of workforce needs in rapid-growth sectors like technology, healthcare, and advanced manufacturing.
2. Recruits and screens potential participants for the One Workforce program.
3. Is responsible for the collecting, tracking and monitoring of participant's information including demographic, program activities & progress, etc.
4. Coordinate participant assessments such as TABE, aptitude, interests, barriers, etc.
5. Creates participants' Individual Advancement Plans (IAP) and documents progress towards meeting IAP goals and objectives.
6. Conducts career exploration sessions designed to assist program participants in exploring Technology career pathways.
7. Assists with establishing relationships for alliances with the Businesses and other Workforce Development partners to promote the One Workforce initiative's workforce development objectives.
8. Assist with organizing on-site employer recruitments for Technology careers.
9. Coordinate additional learning resources, such as volunteer tutors, peer support, mentors.
10. Matches participants' training, skill level and experience with available job opportunities.
11. Provides career counseling and performs follow-up and retention activities with participants during all program phases (internship, unsubsidized employment, and retention).
12. Assists with identifying and resolving participant and employer needs, requests, special issues, and complaints; communicates those concerns to appropriate parties.

**Qualifications:**

1. Associate Degree or equivalent college level work or relevant work experience in the areas of human/social services or related field.
2. Two years of work experience in one or a combination of the following: case management; customer service, counseling, or workforce development. Experience or education in technology a plus. Note: Additional years of post-secondary education in relevant field can be substituted for one year of experience.
3. Demonstrated ability to monitor/document participant progress, communicate progress to program staff, develop community support and linkages, and demonstrated general knowledge of public assistance programs policies.
4. Professional ability to aid to participants in making and carrying out vocational/educational objectives and maintain and utilize participants' confidential information to assist them in the referral and placement process.
5. Ability to recognize risks indicators, such as AODA, domestic abuse, developmental disabilities, or suspected child abuse.
6. Ability to conduct individual and group sessions in motivation, employment techniques, education or vocational counseling and basic budgeting and personal finance.
7. Must possess awareness, knowledge and sensitivity to socioeconomic and culturally diverse backgrounds of the target populations served.
8. Ability to work in a demanding, fast-paced environment and respond to customer needs with respect and diplomacy.
9. Demonstrated working knowledge of and experience using computer programs such as Microsoft Office Suite (version 2016 or higher), including Word, Excel, Outlook, etc.
10. 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*