



*Building Better Futures*

## **Workforce Career Coach (One Workforce)**

**JOB CODE: IT012**

**Schedule: Full Time**

**Work Status: Regular**

**Salary: Starting at \$18.22+, based on experience**

**Location: UMOs**

**2701 S. Chase Avenue Milwaukee, WI. 53207**

### **We Invite You to Join UMOs' Diverse & Dedicated Team**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOs' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOs is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

#### **Benefits**

To support its team members, UMOs offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOs annually contributes at least 3% of employees' eligible compensation

## **Advancement**

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

**Turn your passion for helping others succeed into your next career with UMOs! Join us in helping others move ahead and experience a successful, rewarding job experience!**

Under the supervision of the H1-B One Workforce Director, the Career Coach is responsible for working with program participants to ensure progress toward employment and training goals. Recruits, screens and enrolls eligible participants into the One Workforce program and facilitates their learning and transition into unsubsidized employment. Supports participants in retaining employment and further educational goals.

## **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 participant information including demographics, 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.
13. Attends meetings, conferences and workshops as assigned, performs special projects and other related duties as needed.

## **Qualifications:**

1. Minimum of a Bachelor's degree or equivalent college level work preferably in education, human/social services or related field.
2. Three 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 conduct individual and group sessions in motivation, employment techniques, education or vocational counseling and basic budgeting and personal finance.
6. Must possess awareness, knowledge and sensitivity to socioeconomic and cultural diverse backgrounds of the target populations served.
7. Ability to work in a demanding, fast-paced environment and respond to customer needs with respect and diplomacy.
8. Demonstrated working knowledge of and experience using computer programs such as Microsoft Office 365, including Word, Excel, Outlook, etc.
9. 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.](#)

*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*