



*Building Better Futures*

## **Employment Coach- Transitional Jobs Program Greenbay, WI**

**JOB CODE: NE003**

**Schedule: Full Time**

**Work Status: Regular**

**Salary: \$17.00 - \$21.00, based on experience**

**Location: 2710 West Point Road, Oneida, WI.**

**Are you passionate about helping others find success in the workforce? This could be the opportunity you have been looking for!**

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 Department to ensure accuracy in data entry, tracking and reporting requirements to ensure contract compliance in both TJ Program Policy as well as HR Personnel Policies.

### **We Invite You to Join UAMOS' 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 UAMOS' 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, UAMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

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## **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

## **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. 78% of management positions are held by people of color and women.

## **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

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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 tracking hours of participation not to exceed hours allotted by TJ Program policy.
- 16) 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.

### **[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.*