



Job Description: Career Coach

Department: CORE Programs
Reports to: Advancement Programs Manager
FLSA Status: Non-exempt

Our Mission

STRIVE's mission is to help people acquire the life-changing skills and attitudes needed to overcome challenging circumstances, find sustained employment, and become valuable contributors to their families, employers, and communities.

Position Summary

Identify and recruit entry-level professionals for career advancement training. Prepare participants to confront and resolve barriers preventing them from completing and obtaining industry-recognized credentials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates career advancement training application process for interested entry-level professionals.
- Administers needs assessments using Level of service/case management inventory (LS/CMI) tool and makes recommendations for supportive services.
- Conducts one-on-one and/or group coaching sessions focusing on both the personal and professional preparation necessary for career advancement.
- Tracks all classroom related activity including attendance, classroom activity (exercises), customer satisfaction, and successful/unsuccessful completions.
- Obtains ongoing training in counseling techniques and social services in general as provided by the Training personnel and/or external training sessions. Stays current on new methodologies and studies in the social work field.
- Completes other tasks as assigned or needed.

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

Bachelor's degree required. Case management experience and exceptional communication skills required. Overall knowledge of basic individual and group counseling skills a plus. Must be proficient in the use of Microsoft Office suite. Bilingual (English/Spanish) preferred but not required..