



Career Pathways Coach

The Women's Center is seeking a full time Career Pathways Coach in our Employment Solutions Program to work in a fast-paced, financial stability program providing employment-, financial-, and resource coaching to unemployed and underemployed women and men. In this Working Families Success model, the Career Pathways Coach will use coaching techniques, in a client-driven process to:

- Assist low-income, high barrier participants in becoming successfully employed and financially stable
- Assess and evaluate participant's capacities and challenges to employment and assist the participant utilizing coaching techniques
- Guide the participant in connecting to local community resources and aid them in accessing resources
- Outreach potential and current participants for follow-up and data collection
- Accurately collect and enter data into electronic systems
- Facilitate group sessions on various topics to guide participants toward their employment and financial goals using current Agency curricula, processes and procedures; and processing required documents
- Providing employment and financial coaching and following up after employment to ensure job advancement and financial improvement
- Connect with Workforce Solutions staff and other community resource providers within Tarrant County

Strong candidates will:

- Work effectively as part of the Success Team to ensure employment assistance, financial coaching, and appropriate resources are provided
- Have strong knowledge of community resources, life skills, job readiness skills and barrier removal
- Create an atmosphere, individually and in group settings, that facilitates motivation and personal growth for participants in person and remotely
- Analyze complex participant situations and coach accordingly
- Have job search/job readiness skills experience
- Possess strong communication and presentation skills; effectively read, write, and speak English
- Utilize coaching techniques with participants to move towards financial and employment goals
- Timely and accurately enter data into customized database and possess strong MS Word, Excel, and Outlook skills
- Maintain and display respect and empowerment of participants, team members, and partners

Requirements:

- Bachelor's degree in social services, communication or related field
- Minimum one year experience coaching, case management, or working in social services providing employment or job readiness training, or job placement
(Combination of education, experience, and skills may be substituted for an individual's education or experience requirements.)
- Must have access to regular and reliable transportation, valid driver's license, automobile insurance, and be prepared to drive own vehicle on Center business; some local travel required
- Able to work prescheduled evening and daytime hours in person and remotely

E-mail resume and cover letter with salary requirements by **February 19, 2021** to:

Terri M. Rios
Director of Employment Solutions
trios@womenscentertc.org
SUBJECT LINE: Career Pathways Coach

NO PHONE CALLS PLEASE