



JOB DESCRIPTION

Job Title: Workforce Coordinator	Department: Compliance and Programs
Reports to: Compliance and Program Manager	Job status: Exempt

JOB SUMMARY

The HopeWorks Workforce Coordinator is responsible for the screening, assessment, evaluation and instruction of employment training, skills acquisition and other employment related services for HopeWorks clients; establishing relationships with local educational, vocational, training and employment institutions as well as community employers to create opportunities for the gainful employment of HopeWorks clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct the activities of the employment program and services by developing written instructions, processes and procedures, preparing schedules and expediting the flow of program participants.
- Ensures the integrity and validity of pre-employment selections, training and placement of program participants.
- Consult with other program staff to obtain documents and/or services required for offender employment (incarcerated and released).
- Develop and maintain networks with employers to create job opportunities and assist clients in securing and maintaining gainful employment.
- Develop and maintain collaborations with local, state and federal funding, educational, vocational training, and community-based employment agencies.
- Identify organizational and program competencies and best practices that are critical to effective program operations.
- Create a comprehensive workforce system that is integrated, market-driven, accountable, universal and portable.
- Perform institutional and community-based duties and responsibilities employer and agency visits, meetings, conferences, workshops) as assigned and required.
- Address complaints and resolve problems.
- Maintain all required program documentation (databases, spreadsheets, reports, forms, statistics, etc.).
- Perform other duties as assigned.

EDUCATION & RELATED WORK EXPERIENCE	
Education Level (Required):	
Bachelor's in business administration, management, public administration or closely related field from an accredited college or university.	
Years Related Work Experience (Required):	
Three (3) years' experience as a job developer, career counselor, or employment specialist.	
Must possess the ability to work flexible hours. Familiarity with community resources necessary for program success including governmental, private and faith-based is a must.	

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Knowledge and skills working with under resourced and high-risk populations	X	
Must possess computer skills required to conduct all requirements of this position - i.e., - working knowledge of MS Office applications (Word, Excel, PowerPoint, Publisher, Outlook), the Internet and other software as required.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, board, community volunteers, donors, etc.	X	
Ability to work independently and as a team member.	X	
Ability to analyze and solve problems exercising good judgment	X	
Ability to communicate effectively with the public, co-workers and other departments	X	
Ability to work with volunteers and diverse personalities	X	
Ability to manage time effectively and meet all deadlines and complete tasks as assigned.	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date:
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Human Resources:	
Signature:	Date: