



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

Job Title: Career Coach – South Orange County	Reporting To: Program Manager, Workforce Solutions
Department: United for Financial Security	Position: One-year grant funded Full-time/exempt 37.5 hours per week

*Recruitment Closing Date: April 2, 2021

United for Financial Security provides fidelity to those in Orange County struggling to get by. We are creating meaningful relationships with those in need and linking them to a network of resources from the nonprofit, public, and business sectors to provide services that meet the families' goals. Our three-tiered strategy provides *Financial Security* through: one-on-one financial coaching, connecting qualified candidates to training, support and better paying jobs and protection against hardships and adversity by providing a safety net of resources. We are looking for a dynamic Career Coach that has the passion and commitment to help those in need.

Through the UpSkill OC program, the United for Financial Security initiative supports underemployed and unemployed adults as they move from unemployment or low-wage positions into long-term, livable wage, middle-skill occupations. UpSkill OC directly connects qualified candidates to training, support and middle-skill jobs by partnering with local nonprofits and the business community. The program ensures a strong job pipeline that matches the needs of the employer with trained candidates.

This job is ideal for someone who is:

Passionate - are you passionate about providing employment opportunities to those who are unemployed or underemployed?

Dependable – do you always follow through on getting the job done?

Flexible – are you able to quickly pivot when required?

Detail-oriented - are you able to focus on the fine details?

Orange County United Way is seeking an experienced, self-motivated, and well-organized Career Coach to provide job coaching, training and case management and leverage WIOA services for its UpSkill OC workforce development program. The Career Coach will specially support clients in South Orange County through remote services and at times out of the OC One-Stop Center and or the Mobile Unit.

Key Duties and Responsibilities

- Provide comprehensive case management services to support participants in identifying strengths and addressing barriers to employment including intake, needs assessment, service planning and facilitation, career counseling, and job development.



- Support overall program coordination with a strong focus on logistical aspects that are participant and career training facing.
- Facilitate workshops, discussion groups, and/or classes on employment readiness topics including but not limited to resume development, job search skills, career assessment, exploration, and planning.
- Coordinate weekly case planning, conferencing, and participant referrals with OC One-Stop Center case managers to co-enroll in WIOA services.
- Support marketing, outcome tracking, reporting and grant writing requests.
- Maintain accurate files, reports, and budgets; create annual workplan, timelines and processes to manage workflow.
- Participate as a team member in assigned project activities and perform other tasks as assigned related to United for Financial Security or the organization as a whole.

Required Skills and Experience

- Strong foundation knowledge of mainstream benefits and services, motivational interviewing and Trauma-informed care.
- Experience providing career counseling/coaching, motivational interviewing, or strengths-based coaching.
- 3-5 years of direct management experience of participants and programs/projects related to workforce development and income support outreach and enrollment.
- Degree in Psychology, Sociology, Social Work, Education, Human Resources, Business or related fields or equivalent experience.
- Must be bilingual in English/Spanish (reading, writing and speaking).
- High level of attention to detail.
- Proven experience managing multiple scopes of work to meet deadlines.
- Career training development, oversight and evaluation.
- Facilitate case planning and meetings.
- Strong interpersonal communication, empowering, strategic thinking, and problem solving skills.
- Ability to cultivate and maintain key relationships with a wide range of stakeholders - including local government, educational institutions, businesses, community-based organizations and funders.
- Ability to work independently and autonomously.

Technical Knowledge

- Computer proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook); Zoom
- Ability to learn and adapt to new tools
- Client, project, time, and database management



Physical Demands

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to stand and publicly speak. The employee is required to walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

Reliable transportation and a clean driving record are required as the employee may need to travel throughout Orange County to meet with participants and for other work engagements. Participation in early morning and evening meetings as well as weekend events will be required. The noise level in the work environment is usually quiet to moderate.

Send Cover Letter and Resume To:

recruiting@unitedwayoc.org
Orange County United Way
18012 Mitchell South, Irvine, CA 92614
www.unitedwayoc.org
No phone calls, please!