



Job Title: Workforce Readiness Program Coordinator	Employment Status: Part Time
Department/Program: Bean's Cafe	FLSA Status: Non-Exempt
Report to: Client Services Program Manager	Location: 3rd Avenue Anchorage, Alaska

Position Summary:

This position supports the development and implementation of the Workforce Readiness Program, a pilot program contingent on funding. Must have the ability to think strategically and work collaboratively to inspire and motivate people inside and outside the organization. This position supports the coordination of a workforce readiness program for clients, while regularly evaluating and recording information for effectiveness and suggesting refinements where necessary, including asset mapping, data management, reporting systems, identifying stakeholders and agencies for partnerships, and client employment placement.

Responsibilities & Duties

- Assist in the development of an internal workforce readiness program structure for up to 30 – participants, with a goal of obtaining employment and / or completing the program;
- Assist in the implementation of data recording and reporting system, and entering data into such a system;
- Identify external workforce readiness programs and partner agencies at the federal, state and municipal level, as well as private for-profit businesses and trade groups;
- Collaborate with stakeholders and attend partnership meetings as required;
- Establish and maintain relationships for client placement in job training programs, employment placement, and technical assistance;
- Coordinate employment support and resources for clients, to include but not limited to: resume writing assistance, employment application assistance, securing appropriate attire for employment interviews, etc.;
- Assist with scheduling client attendance at trainings, testing, etc.;
- Maintain accurate asset mapping;
- Coordinate with local transportation agencies on behalf of the clients;
- Assist clients with attaining identification necessary for employment;
- Ensure the highest level of confidentiality for clients;
- Maintains and updates grant required information / data tracking and reporting; and
- Other duties as assigned



Skills & Abilities Required:

- Must understand, read, speak and write clearly in English;
- Bachelor's or Associate's degree and /or experience preferred in the area of education, social service, psychology, communication or a closely related field of study;
- Ability to develop and maintain friendly, supportive and professional relationships with all clients, co-workers and members of the community;
- Must be able to work independently;
- Experience working with local, state and federal social service agencies;
- Knowledge of issues and challenges facing the homeless; and
- Ability to make reasonable and sound decisions.

Core Competencies:

- Ability to work with a diverse population including, but not limited to: underprivileged adults, mental health issues, substance abuse issues, and domestic abuse issues;
- Ability to develop and maintain professional working relationships with local and statewide partner agencies;
- Follow instructions;
- Demonstrates respectful and professional conduct at all times;
- Ability to handle emergency situations in a calm and professional manner;
- Ability to act quickly and appropriately in a crisis, complete required paperwork and report incident to Program Manager in a timely manner;
- Work well in a fast-paced environment;
- Must have own vehicle, valid Alaska driver's license and vehicle insurance;
- Must be able to handle and resolve multiple issues under stress;
- Loyal to the mission of Beans Café;
- Proficient computer and office equipment skills; and
- Ability to pass criminal background check.

Physical demands:

- Must be able to obtain tuberculin clearance upon hire and annually thereafter;
- Must be able to lift 25 – 50 pounds from the ground up;
- Must be able to climb stairs; and
- Must have manual dexterity sufficient to use hand and kitchen tools, office equipment and supplies, etc.

Work environment: Position will be based at Bean's Café which is a day shelter for homeless adults and provides two meals per day, 365 days per year.



NOTE: *Any description of work is an assessment of the major responsibilities of the position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Bean's Cafe, Inc. is an Equal Opportunity Employer as well as an At-Will Employer.*

I acknowledge I have reviewed the Workforce Readiness Program Coordinator Job Description, and understand the position requirements, responsibilities, duties, skills, abilities, core competencies, physical demands and work environment(s). I understand that if I have questions in regards to this job description, I should direct them to my Manager or Deputy Director for further clarification.

Employee Name: _____

Employee Signature: _____

Date: _____