



Southern Mississippi Planning & Development District

BUILDING A STRONGER MISSISSIPPI

**CAREER STEP CAREER COACH
JOB DESCRIPTION**

General Statement of Duties:

The Career Coach will be responsible for the implementation and execution of the Career STEP (Career Skills Training Education Pathways) Program funded through the Mississippi Department of Human Services (MDHS) Temporary Assistance for Needy Families (TANF) funds. The Career Coach will provide career counseling, job readiness training, mentoring, and all other necessary pre-employment skills to eligible participants ages 16 through 59. Services will be provided to eligible residents of the following counties: Leake, Neshoba, Kemper, Scott, Newton, Lauderdale, Smith, Jasper, Clarke, and others as deemed necessary. The success of this position is dependent on being able to achieve program goals and objectives. Office location to be determined, dependent upon residency of individual chosen and availability of office space.

Responsibilities:

- Provide instruction on job search skills, resume writing, and interview skills;
- Conduct outreach and recruitment activities for program participants;
- Determine program eligibility as defined by the TANF requirements;
- Complete participant enrollment, including the collection of required documentation;
- Maintain participant attendance records, files, and accurate case notes;
- Administer objective assessments;
- Coordinate supportive services that will assist the participant with attendance and participation in program activities and make referrals to partnering agencies as appropriate;
- Develop an Individual Career Plan (ICP) that includes a career pathway for each participant and update as needed;
- Prepare participants for NCRC testing and refer to community colleges for scheduling of test;
- Prepare participants for a successful work-based learning activity (apprenticeship, OJT, internship, etc.);
- Act as a liaison between Twin Districts Workforce Development Area (TDWDA) staff, and the TDWDA Career STEP vendors;
- Provide case management and career and academic coaching;
- Assist participants in accessing advanced training and/or post-secondary education opportunities in a selected career pathway;
- Assist in recruiting industry partners to develop participant work-based learning sites;

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- Meet with participants on a regular basis to review progress and make adjustments as needed (in person or by electronic means as the situation dictates);
- Track services provided to participants and maintain monthly status changes and required monthly reports;
- Review Training Vendor invoices;
- Coordinate with Program Administrator to achieve successful program outcomes;
- Provide follow-up services to exited participants as required;
- Maintain confidentiality as it pertains to the TANF funded program and participants;
- Become familiar with the services offered by all of the partners of the WIN Job Center;
- Attend required meetings; and
- Perform all other duties as assigned.

Knowledge and Skills:

- Excellent interpersonal, verbal, and written communication skills;
- Ability to work with a diverse population;
- Critical thinking skills;
- Ability to develop plans to aid in personal and career growth;
- General knowledge of federally funded job training programs;
- Excellent organizational skills;
- Ability to multitask;
- Proficient in Microsoft Office programs- Excel;
- Strong ability to problem-solve;
- Ability to pay attention to detail; and
- Ability to work as a team.

Education and/or Experience:

- Bachelor's Degree in Counseling, Education, Social Work, or related field preferred.
- Case management experience preferred.
- Equivalent combinations of education and experience may be considered.

Reports to: Program Administrator

Salary Range: \$42,000 to \$47,000 yearly salary

SMPDD/TDWDA is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Those needing TTY assistance may call 800-582-2233.