



## JOB DESCRIPTION – POST GRADUATE COACH

**Job:** Post Graduate Coach

**Supervisor:** Site Director

**Purpose:** Coaches work in conjunction with the Site Director, Career Coaches, and other team members to provide holistic and comprehensive case management and coaching services to all graduates including: development of realistic postgraduate action plan, short-term and long-term goals, effective progress monitoring, budgeting and individual money management, family well-being needs of children and other household members, and general advocacy and referrals regarding all issues affecting the progress and sustained success of HIM graduates.

**Responsibilities:**

- Understand the specific challenges associated with living in urban environments in order to better relate to our students and graduates.
- Ensure all barriers to current and future employment are identified (i.e. necessary documentation, legal issues, child care, education, housing, etc.).
- Use a strengths-based approach to assist the team with developing effective strategies and action plans for students that will guide and direct them to overcoming these barriers, including connecting them with supporting agencies.
- Develop a keen knowledge of community resources and counseling/social work practices with high risk populations.
- Communicate with collaborating agencies on an as needed basis.
- Provide all required reporting documentation to the supervising agent in a timely manner, which may include client follow-up, client contact information, and evaluations.
- Notify the supervisor in a timely manner of any barriers that will prevent the progress of a graduate and participate in a minimum of 2 hours of reflective supervision monthly.
- Teach at least one lesson in current class, more as needed, and participate in devotion a minimum of once a week with currently enrolled students to build relationships for post-graduate coaching.
- Conduct a focus group in each class during week 5 or 6 to guide planning for post-graduate coaching.
- Review/update Individualized Service Plan (ISP) during weeks 5 and/or 6 of class to create Graduate Action Plan.
- Oversee Job Club – communicate policies and procedures, overseeing student documentation of a minimum of three applications submitted daily, and providing additional support to overcome barriers to employment including advocating with employers for potential employees.
- Conduct home/neutral space visits as needed (safe for HIM employee and students).
- Conduct job site visits, at a minimum of once a quarter, to assess progress toward graduate's action plan and identify current and potential barriers to success.
- Provide a minimum of once-a-quarter graduate fellowship events to continue increasing social capital and informal resource connections.
- Facilitate small groups for graduates a minimum of once-a-week.
- Facilitate group communication via curriculum-in-action questions-of-the-week.
- Create and email Newsletters a minimum of once-a-quarter.
- Maintain excellent record-keeping and document all areas of concerns and subsequent plans of action.
- Organize and inventory supplies/materials as needed.

- Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships as requested.
- Participate in community outreach, as needed, to referral agencies, local businesses, and other stakeholders to promote HIM's mission.
- Participate in a minimum of 10 contact hours of competency-based professional development and in all required training annually.
- Uphold moral and ethical standards of the agency, including protecting confidentiality of client information.

### **Qualifications and Desired Skill Sets**

- Passionate believer in the Lord Jesus Christ with an active, personal relationship with Him.
- Minimum of a Bachelor's Degree in a Human Services field and at least 2 years of experience working with individuals and families in high needs situations. Bachelor's Degree may be substituted with experience based on an individual's identified qualifications.
- Experience working with individuals in poverty and/or those suffering from mental health issues and/or addiction.
- Must have a culturally sensitive, strengths-based approach to rendering services and be knowledgeable of the issues, challenges, behaviors, and thought patterns faced by people in poverty.
- Self-motivated to identify barriers and assist students with breaking down those barriers
- Computer Proficiency – Microsoft Word and Excel
- Excellent written and verbal skills
- Critical thinking and problem solving skills
- Team oriented

**Travel Requirements:** Must possess a valid Driver's License and personal vehicle insurance. Although, there is a company vehicle, employees may also transport students to and from appointments in personal vehicles.

**Hours:** This is a full-time position eligible for benefits as detailed in the Hope Inspired Ministries Policies and Procedures. Some evenings and weekends may be required.

**Salary Range:** 29,000-34,000

**Benefits:** Individual Health Coverage paid for by Organization, access to 401K and Life Insurance Plans after 90-day probationary period.

**Morality Clause:** An employee of Hope Inspired Ministries (HIM) can be dismissed due to any serious act of misconduct by employee, including (but not limited to) an act of dishonesty, theft or misappropriation of HIM property, moral turpitude, insubordination, or any act injuring, abusing, or endangering others or bringing public shame and/or ridicule to HIM.