

EDUCATION AND EMPLOYMENT COORDINATOR

Job Description

Qualifications: Bachelor's degree in social work, criminology, sociology, or related field, or year-for-year experience working with at-risk and/or their families.

Must have and maintain CA Driver's License with reliable transportation and may require specified car insurance requirements

Background Clearance Requirement: Employment will be contingent on successfully passing a mandatory background check through Fresno County Probation. This will be completed, passed and clearance will be maintained according to the satisfaction of Probation. An outside background clearance will not be accepted or considered.

Experience: Experience with workforce development and community organizing for at-risk youth and families with various cultures and backgrounds to best serve clients. Developing case plans, working in multi-disciplinary teams, using culturally sensitive approaches, implementing intake/needs assessments, following established curriculums for industry recognized credentials, and assessing any needs or barriers effecting participant success.

Supervision: Reports to CEO


Description of Duties and Responsibilities:

The Education & Employment Coordinator will be serving juvenile and adult offenders and in/out-of-school youth at-risk of offending, in Fresno County including high-poverty, high-crime communities, providing them with Employment and Educational Opportunities. The Coordinator will work with community partners, employers and educational institutions to create a bridge of services for participants.

Major Responsibilities:

- Program assessment and progress evaluation on a monthly, quarterly and annual basis

Focus Forward
3333 E. American Ave, Suite B
Fresno, CA 93725

www.focusforward.org | 559-600-4961 |  focusforwardfresno

- Develop case plans for clients for a successful achievement of their goals of employment and education.
- Supervise and leverage the support of interns and volunteer case managers/mentors
- Help coordinate in-custody and community programming
- Facilitate various groups such as job readiness workshops, credentialing job training, independent living skills workshops, etc.
- Partner with Probation and other agencies that will aide
- Provide ongoing case management, various screenings, and referrals to clients as needed
- Conduct various screenings and assessments and aggregate information and/or enter data into system
- Track all services rendered and client outcomes as outlined in the funding requirement
- Flexibility in regard to scheduling (some classes/workshops will need to be offered on evenings and/or weekends—as needed by clients)
- Provide support with community referrals to ensure all needs of youth and families are being met
- Attend relevant trainings, workshops and community meetings
- Work effectively with other Focus Forward staff on programs that pertain to these participants (like participating in coordination of mentoring program)
- Develop strategies, activities and incentives to ensure participant retention


Specific/Additional Duties:

- Be responsive, consistent and reliable with all clients, staff and partners
- Assist or lead special projects or services, as needed
- Cross-screen all clients for eligibility in other Focus Forward and partner agency Services
- Maintain up-to-date, well-organized and accurate case files and records
- All other duties as assigned

Required Knowledge/Skills:

- Able to effectively communicate the benefits or program enrollment
- Excellent verbal and written communication skills and organizational skills
- Demonstrated computer skills including, but not limited to: using data bases, use of Microsoft Office, Social Media, Website and Email
- Demonstrated Customer Service Skills

Focus Forward
3333 E. American Ave, Suite B
Fresno, CA 93725

www.focusforward.org | 559-600-4961 |  focusforwardfresno

- Ability to develop and maintain professional working relationships with management, co-workers, partners and general public
- Ability to work under pressure and handle multiple tasks simultaneously
- Knowledge of available resources within the community for the client population
- Ability to work with youth, young adults and families who face multiple risk factors, barriers and have had justice and/or child welfare involvement
- Ability to speak with clients one on one and to speak to large groups of people which may include public presentations and facilitating workshops
- Ability to think critically and identify opportunities, challenges, needs and prioritization of work to meet mandatory outcomes of program and organization
- Must exercise good judgement and have experience working on projects with specific goals and outcome measurements
- Must be organized and be able to connect program and client needs to other services, may need to think 'outside the box' and brainstorm with staff and partners to fully meet client and family needs
- Knowledge/experience with program development, meeting grant deliverables and community based work
- Bi-lingual a plus


Work Environment and Physical Conditions/Demands:

Cubicle setting, sitting/standing for prolonged periods of time, lifting up to approximately 40 pounds (more or less as needed), some meetings and appointments or presentations offsite in the community, heavy computer and telephone usage, physical coordination, working in noisy or crowded environment, speak loudly, stopping, bending, lifting, reaching, must drive vehicle. Must be comfortable working with families facing various challenges and provide services in a non-judgmental manner. These conditions and physical demands are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Compensation: Paid holidays, time off (sick leave/vacation), medical, dental, vision and 403b (403b launching in 2016)

If you are interested in applying please send your resume and cover letter to Coreen Campos, CEO at coreenc@focusforward.org or call 559-600-4961 for more information. Position open until filled.

Focus Forward
 3333 E. American Ave, Suite B
 Fresno, CA 93725

www.focusforward.org | 559-600-4961 |  [focusforwardfresno](https://www.facebook.com/focusforwardfresno)