

Job Title	Career Coach
Employer/ Agency	SER-JOBS for Progress of the Texas Gulf Coast, INC
Job Description	<p>Position Summary This position will help to increase job skills, securing consistent employment and guide families along the path of Financial Stability. SER provides coaching, education opportunities, vocational training and personal financial education and services to the community. At SER, clients receive one-on-one career coaching to help clients reach their long-term financial stability and self-sufficiency goals.</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> • Plans, organizes, and conducts individual coaching sessions for youth and adults. • Adjusts coaching technique, based on the strengths and weaknesses of individuals. • Assists client in understanding their abilities, talents, interests, and personality characteristics in order to develop realistic career options. • Files reports that detail individual assessments, demographics, provides insight to current situations, and opportunities for future action plan efforts. • Provides training and education direction, encouragement, and motivation in order to prepare individuals for assessments, exploration, and creating an individual action/development plan. • Instructs individuals regarding course and program selection. • Refer clients to other community partners or agencies to address personal, social and behavioral concerns. • Able to deescalate situations while keeping the best interest of all stakeholders focused on the mission of SERJobs and its partners. • Participate in long- and short-term program development and planning. • Monitor program activities to ensure quality and accuracy of SER outcomes in relation to contractual and grant commitments. • Monitor documentation of services and ensuring all grant reports are completed in an efficient, accurate and timely manner in accordance with Salesforce CRM database and grant requirements to ensure data integrity and a real reflection of program efforts. • Facilitate small- and large-group meetings and trainings. • Track program performance to ensure programs' outcomes are aligned with contractual obligations. • Maintains accurate and complete records as required; including: detailed individual assessments, demographics, performance, behavior, social development, and physical health. • Have a passion for helping others understand and communicate their true value. • Adhere to SER's administrative and recordkeeping guidelines to support

	<p>accurate bookkeeping and documentation of activities.</p> <p>Process Duties:</p> <ul style="list-style-type: none"> • Provides job search assistance to graduates of the training programs, including referral to job readiness workshop that includes resumes, interview techniques, and mock interviews. • Follows up with graduates to offer continuing job search coaching and assist in obtaining regular, full-time employment. • Assist clients with documentation necessary for employment such as resumes and cover letters. • Travels to and from designated county and office to meet the needs of the young adult.
Qualifications	<ul style="list-style-type: none"> • Minimum education: Associate’s Degree • Two years’ Workforce Development experience • Bilingual preferred (English/Spanish) • Strong leadership skills, results driven and detailed oriented • Excellent written and verbal communication skills • Proficient computer skills • Must be able to handle information in a confidential matter • Willingness to engage in continuous learning and training • Maintain confidentiality. • Interact and maintain good working relationships with individuals of varying social and cultural backgrounds. • Communicate efficiently and effectively both verbally and in writing. • Carry out multiple tasks and meet deadlines. <p>Related Experience: Two years of experience working with workforce development or social service programs</p>
Salary/Hours	Typical Work Hours: 8:00 am – 5:00 pm
City, State, Zip	Houston, TX
Application Method	<p>Apply Here:</p> <p>https://www.linkedin.com/jobs/view/career-coach-at-ser-jobs-for-progress-of-the-texas-gulf-coast-inc-3756838165</p>
Opening Date	Immediately

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