



## **HOMEBOY INDUSTRIES**

### **Employment Counselor (GO)**

#### MISSION STATEMENT

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

#### **SUMMARY**

The Employment Counselor will work with the Workforce Development (WFD) team, key partners, and employers to assist jobseekers within vulnerable populations (e.g., re-entry, homeless and disabled) to develop job readiness skills, enter and maintain placement within living-wage careers. The Employment Counselor will work to strengthen the local workforce sectors by increasing the employability and placement opportunities of jobseekers while simultaneously cultivating business relationships and providing employers with skilled applicants.

The Employment Counselor will track and document all services provided to clients and employers as well as progress towards grant outcomes. They will also enter, organize, and maintain accurate data, reporting, and main files for all participants to successfully meet grant outcomes. The Job Developer will coordinate and collaborate with all WFD staff, HBI departments, and outside partners/employers to ensure effective and streamlined services and delivery.

- **40%** of time will be developing individual employment plans and providing job-readiness services such as resume enhancement, pre-employment preparation, and job placement.
- **40%** of time cultivating and maintaining employer partnerships leading to living wage jobs (from direct placements, hiring events, etc.) as well connecting with various employer networks.
- **15%** of efforts will be dedicated to entering, organizing, and maintaining accurate data, reporting, and main files for all participants aligned and leading towards successful grant outcomes.

- 5% of time will support management and the entire WFD team with assessment, planning, and improvement of the service delivery model and its execution.

## **DUTIES & RESPONSIBILITIES**

- Utilize various recruitment strategies, including but not limited to social media and virtual platforms, to engage the community and partners.
- Provide approximately 180 jobseekers with career planning/ job-readiness (hard skills) training; job placement support into high growth industries.
- Track and organize weekly job-readiness training, placement, case notes and outcome progress on Care4 and internal tracking sheets.
- Facilitate weekly in-person job-readiness services/ workshops such as resume writing, mock interviews, computer literacy, etc.
- Implement various placement strategies on a weekly basis with jobseekers such as direct placements, on-the-job training (OJT), job fairs, targeted local hire, prescreening and matching with established employers.
- Achieve dozens of job placements monthly with fluctuation according to grant deliverables.
- Outreach, engage, cultivate relationships among businesses & employers weekly.
- Create relationships with employers in various high- growth industries such as construction, transportation, hospitality, clean energy, creative economy, social services, and coordinate placement of qualified candidates,
- Maintain files for all business services provided (e.g., employer files) such as business needs assessment forms and client referrals, into internal database, and shared spreadsheets.
- Gather, organize, and post job leads, recruitment events, hiring employers, job fairs, on a consistent basis via hard copy and virtual/ social media platform.
- Facilitate weekly to monthly case conferencing for participant caseload amongst the team and key partners to ensure adequate service delivery.
- Oversee referrals for small businesses services to Business Source Center and other community-based-organizations who support the needs of entrepreneurs.
- Initiates and participates within employer work groups, round tables, chambers of commerce, business corridors and other initiatives in appropriate targeted sectors.

- Complete weekly/monthly/quarterly reports to provide the organizational leadership with ongoing grant progress and success.
- Be flexible in a rotating work schedule when service delivery requires it (e.g., during recruitment activities, which may include evening or weekend work).
- Maintain professional boundaries and a positive work environment with all participants, staff, partners, supporters, and collaborators.
- Handle all client concerns, complaints, feedback, and recommendations promptly and with professionalism.
- Uphold Homeboy Industries' mission & professionally represent the agency at assigned events.

## MINIMUM QUALIFICATIONS

- Bachelor's degree in related field; or related experience.
- At least 2 years' experience in providing job development, staffing or business services in non/for profit organizations.
- Experience with interviewing and evaluating resumes/ candidates for senior positions.
- Proven experience in mapping the labor market to build qualified and potential pipelines.
- Highly commercial, with proven relationship management and influencing skills across a broad range of stakeholders.
- Exceptional communication, presentation, and time management skills.
- Experience, comfort, and desire to work with various vulnerable populations such as re-entry, homeless, disabled, low-income, etc.
- Proficiency in Computer Skills and Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Strong organizational skills to manage large caseload, data, and reporting duties
- Demonstrated ability to work on multiple projects simultaneously and meet deadlines.
- Reliable, and flexible team player who works well with minimal supervision, has a good work ethic, and can set and maintain personal boundaries.
- Demonstrated knowledge of participant community resources & services.
- Reliable transportation, valid driver's license, and car insurance
- Service delivery experience highly desirable

## WORK ENVIRONMENT

- On occasion walk or drive to different local sites throughout the day.
- Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
- Combination of field and office environment.
- May necessitate working in busy and loud environments.

- May be exposed to elements like cold, heat, dust, noise, and odor.
- Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
- This is not a work-from-home position

## **RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES**

- Encompass a “do whatever it takes approach” to serving our community
- Always maintain a safe work environment and confidentiality.
- Be proactive, creative, flexible in determining, evaluating & resolving issues.
- Organize & prioritize multiple activities to meet all external & internal deadlines.
- Maintain professional demeanor that reflects positively on the agency.
- Demonstrate respect and courtesy toward others.
- Able to thrive in a work environment emphasizing teamwork and collaboration.
- Respond in a timely manner in all aspects of communication.
- Regular and prompt attendance in the office is required
- Work with limited to minimum supervision.
- Perform other duties as assigned by your supervisor and executive team.

## **BENEFITS**

- Dental, Vision, Medical Benefits
- 401(k)
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, and Accidental
- Pet insurance
- Generous work/ life balance
- 13 Paid Holidays

**Homeboy Industries is an Equal Opportunity Employer.**