



## EMPLOYMENT OPPORTUNITY

### WORKFORCE DEVELOPMENT JOB COACH

**Title:** Workforce Development Job Coach  
**Starting Wage:** \$25.00 per hour  
**Reports to:** Workforce Development Project Manager  
**Location:** Hybrid – LA, Tulare County, or Sacramento  
**FLSA Status:** Non-Exempt  
**Position Status:** Regular, Full Time (up to 40 hrs. per week)  
**Effective Date:** February 2024

### **ABOUT VISIÓN Y COMPROMISO**

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida digna y sana* (towards a healthy and dignified life) reflects our goal of building promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.

### **POSITION SUMMARY**

Under the direct supervision of the Workforce Development Project Manager, the Workforce Development Job Coach performs one on one interviews with project participants to help them improve job skills and achieve career goals identify, break down and address barriers to employment and personal development for promotores in the “Caminos hacia el empleo project”. Incumbents in the position will assist, assess, and connect promotores with job opportunities, coordinate with mentors to meet their specific needs for long term success in employment.

### **HOW TO APPLY**

Applications will be open February 13, 2024, until the position has been filled. Please submit resumes and questions to Amparo Ostojic at ([amparo@visionycompromiso.org](mailto:amparo@visionycompromiso.org)).

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Develop goal-oriented individual employment and career plans (Plan de metas laborales) through a process of case planning, plan implementation, monitoring, and appraisal.
- Plan and coordinate the different components of the workforce readiness project and work with the Workforce Development Project Manager to meet the project's deliverables and outline the project activities.
- Connect promotores to available resources and support services to further their goals and plans, including but not limited to job training and placement, barrier removal assistance, healthy living, family and childcare support, short- and long-term counseling, transportation resources, etc.
- Ensure outcome measures and documentation is complete and submitted monthly.
- Join forces and network with community-based organizations, employers, on-site staff, and internal and external partners to enhance job opportunities.
- Attend all scheduled meetings with the project team, as needed.
- Maintain consistent and constant communication with the Workforce Development Project Manager regarding all pertinent activities assigned.

***Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.***

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION**

There is no minimum educational requirement.

## **EXPERIENCE**

- A minimum of three (3) years of experience working with monolingual and/or bilingual Latino communities.
- A minimum of three (3) years of experience in leadership development.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance.

## **LANGUAGE SKILLS**

Ability to effectively present information and respond to questions from individuals, groups, and the general public in Spanish and/or English. The ability to write and respond to business correspondence. Bilingual skills in English and Spanish are highly desired.

## **COMPUTER SKILLS**

Proficient computer skills for the purpose of data entry, sending and receiving email, creating forms to be used at outreach, educational and enrollment events, reports, and calendar scheduling. Proficiency in Microsoft Office Suite and Google Suite.

## **TRAVEL REQUIREMENTS**

Ability to travel locally within the assigned region as required.

## **PREFERRED SKILLS AND QUALIFICATIONS**

- Strong communication skills
- Knowledge of barrier removal processes in support of employment and career development.
- Knowledge of training and best practices of job placement methods and approaches.
- Experience conducting successful outreach in diverse settings.
- Ability to work independently as well as part of a team.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee will sit, talk, hear and use hands up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work environment varies with the locations at which outreach, and educational activities are conducted. Brief exposure to the elements (cold, rain, wind, sun) in the course of traveling to and from locations and entering and exiting facilities is possible.

The noise level in the various work environments is typically quiet to moderate.

AL