

# OPEN RECRUITMENT

## *Job Announcement*



**Position Title:** Workforce Coordinator  
**Department:** Resident & Community Relations

### **SUMMARY:**

Under the direction of the CNI Director the Workforce Coordinator works to develop employment and/or training opportunities for resident clients to assist them in moving toward self-sufficiency. This position will plan and participate in recruitment activities, coordinate with local Workforce programs, and interact with other local agencies,

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Interview residents to determine appropriate services.
- Provide employment counseling.
- Assist residents in resume writing and completing employment applications.
- Coaches participants on interview skills.
- Plan and facilitate presentations by professional speakers on relevant topics.
- Pre-screens participants for specific job opportunities.
- Scout employment opportunities with local businesses.
- Educate local businesses as to the workforce readiness of participants.
- Attend meetings with various agencies.
- Provide job coaching.
- Assist residents in employment readiness.
- Create job fairs for residents enlisting local businesses to attend.
- Attend job fairs and training sessions regularly.
- Follow up with participants to determine if they have secured employment or need further assistance.
- Assists participants in assessing their job skills for positions
- Administers and scores standard career assessments;
- Cultivates a talent pipeline for various Work Experience, internship opportunities, and entry-level positions based on business need. Actively sources candidates from aligned schools and from other channels as required. Utilizes appropriate technology to collect, screen, and share resumes. Serves as primary point of contact for candidates throughout the recruiting process.
- Develop an individual employment plan (EP) that includes work search activities, accessing services provided through a Workforce Solutions Office Actively sources candidates from aligned schools and from other channels as required. Utilizes appropriate technology to collect, screen, and share resumes. Serves as primary point of contact for candidates throughout the recruiting process.
- Train participants' using evidence-based training materials to ensure that participants receive the hard skills necessary to enter into the work force
- Develop a Life Skills/Job Readiness module to include; conflict management, financial management, self-management, interviewing techniques, non-verbal communication, building self-esteem, anger management, problem solving, workplace etiquette, and critical thinking
- Connects individuals to community resources and partners to meet needs
- Coordinates activities with FWHS's resident employment programs and procedures;
- Conducts job readiness and pre-employment skills training at assigned housing sites;
- Provides career counseling to target residents at grant funded housing sites
- Develop and implement tracking procedures
- Develop a results-oriented action plan centered on economic mobility for targeted project.
- Develop comprehensive community strategies for employment and career advancement
- Perform other related duties as assigned and/or required.





### **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.

### ***Job Competencies:***

- Knowledge of HUD regulations pertaining to resident programs.
- Knowledge of community organizations, agencies, and businesses.
- Knowledge of general office procedures and practices, business English and math;
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective and courteous relationships with other employees and other business contacts.
- Above average analytical and reasoning abilities.
- Ability to coordinate several concurrent activities simultaneously.
- Strong interview and talent evaluation skills are required.

### **EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in Social Sciences or related field from an accredited college or university. Minimum three (3) to five (5) years progressive experience in public housing or social work or an equivalent combination of education and experience.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

