



A Community Action Agency

Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Employment Coach

Division: Community & Energy Services

Department: Workforce Development

Supervisor: Associate Director for Workforce Development

FLSA Status: Non Exempt/ Non Union

Job Mission:

Provide individualized employment coaching and wrap-around support services to assist clients with overcoming barriers to secure or maintain employment leading to career paths that offer a living wage.

Performance Standards:

1. Provide regular and ongoing employment coaching at varying locations to eligible clients who are seeking employment or seeking to maintain their current employment through strength-based case management, individualized one-on-one client support, internal/external referrals, and intake assistance. Exercise appropriate discretion and tact with sensitive and/or personal data.
2. Work independently and as a team to incorporate varying employment coaching approaches designed to build on the strengths of clients from a number of populations, including veterans, the historically unemployed or underemployed, individuals with a criminal background, low skilled or wage workers, and the long term unemployed.
3. Identify local employers who offer career paths which will lead to living wages, collaborate with local employers to identify their unique needs, and match clients with employment opportunities that result in long-term client success.
4. Represent OLHSA and present information at various meetings, including on-/off-site and virtual employer, partner, and community events.
5. Meet individual and program goals to serve and engage assigned number of clients, provide detailed and timely documentation using multiple database systems, generate monthly reports and enter data of all program service delivery and follow up.
6. All other duties as assigned by supervisor.

Qualifications:

1. Bachelor's degree required in social work, criminal justice or related field.
2. Minimum one (1) year experience in providing strength-based case management, working with individuals in crisis, and/or linking individuals with available community resources required.
3. One (1) year experience in supporting individuals as they enter the workforce required.
4. Valid driver's license, current automobile insurance, and an automobile to be used for job related travel are required. Some availability during non-traditional hours (including some evenings, early mornings and weekends).

Hours & Wage

\$18.08 per hour

40 hours per week, 52 week per year

Location: Pontiac

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Job Title: Employment Coach

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	
Stand	1	
Walk	1	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	No	
Balancing	No	
Squat	No	
Climb	Yes	stairs at offsite businesses
Shoulder level	Yes	
Kneel	No	
Pushing	Yes	

	Pounds	Comments
Weight Carried	11-25 lbs	

	Pounds	Comments
Weight Lifted	11-25 lbs	

Date: Nov 15, 2023