



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 COORDINATOR

Division: Community & Energy Services
Department: Workforce Development
Supervisor: Associate Director of Workforce Development
FLSA Status: Non Exempt – Non Union

Qualifications:

1. High School Diploma or equivalent is required. College course work or degree preferred.
2. Minimum (1) year experience working in human service delivery or with low and moderate income individuals.
3. One (1) year of experience with Excel and database entry.
4. Valid Michigan Driver's license, current automobile insurance and an automobile to be used for job related travel are required.

Job Mission:

To provide comprehensive employment support, wrap around services, and employment coaching to program participants.

Performance Standards:

1. Enter and update all clients into the agency-wide database (FacsPro) and program specific databases, including weekly metrics, monthly reporting documents and participant retention lists.
2. Work with finance department staff to provide on-going program reconciliation of participant items, documentation, and completion of monthly invoices.
3. Provide applicable employment coaching, case management, financial coaching one-on-one client support, lead generation and client conversion, internal/external referrals and resources and/or intake assistance to eligible clients seeking services, including traveling to different service locations.
4. Participate in outreach events or meetings promoting the Workforce Development Program and services and gathering external information.
5. Respond to initial face-to-face, email and telephone contacts in the Workforce Development.
6. Carry out all other duties as assigned by supervisor.

Hours & Wage

\$15.74 per hour (minimum)

40 hours per week, 52 week per year

Location: Pontiac

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Job Title: Employment Coordinator

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

	Hours	Comments
Sit	6	Sitting at desk working with clients (at OLHSA and Local Employers)
Stand	1	Routine program activities (at OLHSA and Local Employers)
Walk	1	Routine program activities (at OLHSA and Local Employers)
Bend/Stoop	N/A	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	Normal office activities and movements when reaching for filing drawers
Crouch	Yes	Normal office activities & movements when reaching for lower office items
Balancing	No	
Squat	No	
Climb	Yes	Stairs on-site at local employers
Shoulder level	No	
Kneel	No	
Pushing	Yes	Periodically may push a cart of program supplies

	Pounds	Comments
Weight Carried	Up to 10 lbs	Carry laptop, surface pro, program materials and paperwork, PPE, etc.

	Pounds	Comments
Weight Lifted	Up to 10 lbs	

Date: Nov 15, 2022