



## Human Resources

Oakland Livingston Human Service  
Agency  
196 Cesar E. Chavez Ave.  
P.O. Box 430598  
Pontiac, MI 48343-0598  
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(248) 209-2615 FAX  
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## 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 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 coordinate employment coaching and wrap-around support services with clients to overcome employment barriers leading toward career paths that offer a living wage, and allow clients to maintain their employment.

### Performance Standards:

1. Provide applicable Employment Coaching, strength-based case management, one-on-one client support, group workshops, internal/external referrals and resources and/or intake assistance for eligible clients seeking services, including traveling to different service locations.
2. Collaborate with local employers to match clients with employment opportunities that result in long-term client success and career paths which will lead to a living wage.
3. Enter and update all clients into the agency-wide database and generate reporting documents.
4. Work with finance department staff to provide on-going program reconciliation of participant items, documentation, and completion of monthly invoices.
5. Participate in outreach events or meetings promoting OLHSA and the Workforce Development Program.
6. Carry out all other duties as assigned by supervisor.

### Hours & Wage

\$15.71 per hour (minimum)  
40 hours per week, 52 week per year  
Location: Pontiac

**OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER**

<b>Job Title:</b>	Employment Coordinator
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<b>Job Requirements (in an 8 hour workday)</b>
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
<b>Weight Carried</b>	<b>Up to 10 lbs</b>	Carry laptop, surface pro, program materials and paperwork, PPE, etc.

	Pounds	Comments
<b>Weight Lifted</b>	<b>Up to 10 lbs</b>	

**Date:** Apr 20, 2022