



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 Success Coach

Division: Health, Housing and Nutrition Services

Department: Health, Housing and Nutrition

Supervisor: SSVF Program Manager

FLSA Status: Non Exempt - Non Union

Job Mission:

To provide coaching and advocacy to Supportive Services for Veteran Families (SSVF) participants to promote housing stability through employment.

Performance Standards:

1. Provide regular and ongoing case management assessments to identify and deliver appropriate employment supports to promote job retention.
2. Deliver professional coaching services designed to build on the strengths and work skills of each program participant to improve on job readiness or career advancement.
3. Connect participants to employment incentive and support programs such as MI Ticket-to-Work program.
4. Provide group education on employment soft skills and navigating the process of entering or returning to the workforce.
5. Assist those unable to work in obtaining SSI/SSDI and/or unemployment benefits to increase their income.
6. Network with other local veteran service, social support or workforce development organizations to creatively solve any barriers to employment that may exist or arise.
7. All other duties as assigned by supervisor.

Qualifications:

1. Associate's Degree in human resources, social services, or related field required. Bachelor's Degree preferred.
2. One (1) year experience in providing strength-based case management, working with individuals in crisis, and linking individuals with available community resources.
3. One (1) year experience in workforce development preferred.
4. SSI/SSDI Outreach, Access, Recovery (SOAR) Certification preferred. As a condition of employment an employee must successfully complete the SSI/SSDI Outreach, Access, and Recovery Certification within one (1) year of hire date.
5. Ability to travel locally to meet with program participants and employers.
6. Valid Michigan Driver's License; valid automobile insurance and reliable transportation to be used for work related travel required.

Hours & Wage

\$18.48 per hour

40 hours per week, 52 week per year

Locations: Pontiac/Howell

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Job Title: Employment Success Coach

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

	Hours	Comments
Sit	6	
Stand	1	
Walk	1	
Bend/Stoop		

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

	Pounds	Comments
Weight Carried	Up to 10 lbs	none- just files or office supplies

	Pounds	Comments
Weight Lifted	Up to 10 lbs	none- just files or office supplies

Date: Jul 25, 2023