

Big Sandy Area Community Action Program is looking for a Job Coach to join our team and provide important employment related services to our community.

**Position Summary:** Primarily responsible for developing and maintaining effective relationships with business and industry which result in employment opportunities for our clients. This position would begin as a telecommuting position, but will transition to working on site.

**Job duties and details:**

- Guiding and coaching participants in key activities tied to employment, including writing professional resumes, networking, and mock interviewing.
- Determining eligibility and ensuring proper documentation; working with individuals to develop career plans, provide case management and long-term follow-up service.
- Identifying individual employment assets, barriers, goals, and needs.
- Maintaining weekly contact with participants to track their progress to interview readiness and updating client progress reports.
- Building positive employment relationships with the business community in order to create a path to employment for clients.
- Completing all necessary documentation and reporting.

**Qualifications:**

- Associate's degree in Business, Human Services, or related field.
- Experience in providing workforce related services
- Sensitivity to the needs of low-income families
- Strong customer service skills and a human-centered approach
- Ability to manage multiple projects while meeting deadlines.
- Valid driver's license and access to an automobile.
- Hire subject to policies on background check and drug screening.

**Minimum Telecommuting Requirement:**

- A Windows 10 computer or laptop with automatic updates enabled and anti-virus software
- Internet Access
  - Minimum upload speed of 3Mbps/Minimum download speed of 10 Mbps

**Starting Salary**

\$10.50 per hour

**Benefits**

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky Retirement (CERS)
- Generous paid time off, including 13 paid holidays
- Mileage reimbursement for required travel

**Qualified applicants may submit resume or application to:  
BSACAP, ATTN: HR Manager, 230 Court St, Paintsville, KY 41240.  
Closing date for applications is July 24, 2020**

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