

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 September 25, 2020.**

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals. This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act and the U.S. Department of Health and Human Services. This position is funded by the CARES Act.

