

Workforce Development Project

STEP Coordinator

Job Description

This job description is a broad outline of the responsibilities and duties of the Skills Training and Empowerment Program (STEP) Coordinator and will be amended as needed to meet the program priorities of the YWCA Union County and their ensuring work requirements. It should not be construed as a contract.

JOB TITLE: STEP (Skills Training and Empowerment Program) Coordinator

RESPONSIBLE TO: Director of Community Support Services

QUALIFICATIONS:

Must have a BA or BSW with prior case management experience. Experience in domestic violence preferred, workforce development or training experience helpful. Bi-lingual Spanish skills preferred. Knowledge and sensitivity to issues of domestic violence, homelessness and a commitment to women's empowerment and the eradication of racism. Adequate and effective level of written, verbal and interpersonal skills. Intermediate PC skills. Car required.

STATUS:

Full Time, Exempt. Note: This is a grant-funded program and continuation of program will depend on the success of the program and continuation of funding.

GENERAL RESPONSIBILITIES:

At the direction of and in collaboration with the Director of Community Support Services carries the responsibility to direct a program in workforce development targeted toward clients of the YWCA Union County. This includes, but is not limited to the following:

- Responsible for overall direction and delivery of STEP program.
- Provides Director of Community Support Services with information on potential problems and assists in the development of solutions and/or innovative approaches to problems.
- Exhibits sensitivity and concern when interacting with residents.
- Responsible for helping to create an empowering and safe training environment for clients.
- Provides and maintains accurate client records and reports.

SPECIFIC DUTIES:

- Responsible for developing or securing curricula for workshops focusing on job skills development, utilizing community and electronic resources. Responsible for adapting curricula as necessary to client population and developing schedule for delivery of programs.

- Responsible for developing and implementing regularly scheduled workshops to meet the needs of clients in YWCA programs, to enhance workforce development and financial literacy skills.
- Responsible for facilitating workshops utilizing Economic Empowerment Curriculum.
- Responsible for identifying and recruiting facilitators for job training workshops and/or facilitating when necessary.
- Responsible for maintaining relationship with Union County College workforce development programs for referrals.
- Develop and maintain contact with Workforce Investment Program (WIB) of Union County to enhance partnership, and develop relationships with other workforce development programs and options in Union County to further build job options for clients.
- Develop and maintain relationship with Retail Skills Center; develop relationships with possible employers and develop internship/employment training possibilities.
- Partner with residential and non-residential programs in client assessment for workforce readiness and skills assessment.
- Responsible for outreach to clients to inform about STEP program and encourage participation. Follow up as needed.
- Maintains contact with community agencies to coordinate the delivery of services.
- Refers clients to appropriate community resources for workplace related services not covered by YWCA.
- Responsible for following up with clients who have missed workshops and documenting contacts in the case record.
- Acts as liaison with YWCA programs.
- Completes necessary reporting requirements for funders by assisting in reporting of statistics and in preparation of reports.
- Documents and maintains case records for individual clients, completes service schedules, and maintains other records as needed.
- Maintains a system of accountability to ensure proper statistical information gathering and analysis.
- Notifies Director of Community Support Services when unusual situations, irregularities, accidents, or illnesses occur.
- Maintains and updates referrals and relationships with agency's contacts.
- Network with other job training agencies as needed.
- Other duties and responsibilities as needed and directed by the Director of Community Support Services.