



Towards Employment

Job Description

Position: Work Readiness Facilitator – Prerelease
Reports to: Project Coordinator Reentry Services
Supervises: None

BACKGROUND:

Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 50+ and a \$4.9 million annual budget – and we are growing! Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers. For more information on the organization, please visit www.towardsemployment.org.

GENERAL DUTIES: Position reports to the Project Coordinator Reentry Services and is responsible to facilitate job readiness activities in a correctional facility workshop setting and supports program participants who have multiple barriers to employment, to be prepared to seek, to secure and to retain employment. Workshop settings for this position will be within correctional facilities; may also include those on-site at Towards Employment offices or at community based partner agencies. Individual should have the ability to facilitate group settings as well as to work one on one with participants.

RESPONSIBILITIES

- Promote best-practices in job readiness training and content. Utilize Adult Learning and Accelerated Learning techniques during workshop instruction
- Conduct job readiness workshops at correctional facilities in various job readiness topic areas to include but not limited to: breaking down barriers to success, stress and anger management, financial literacy, goal setting and time management, developing proper techniques and resources for seeking employment, job application process, resumes and cover letters, interviewing skills, job retention techniques, appropriate behavior on a job and related responsibilities.
- Work with participants to develop/update job searching documents such as cover letters, resumes, references, and thank you letters.
- Prepare training materials and facilitate group and individual sessions; Assist participants with job readiness module based activities.
- Create and maintain a positive, highly interactive, respectful and participatory learning environment.
- Use positive communication skills to provide support and encouragement to program participants who are learning to be able to achieve work and life balance.
- Actively participate on training team and plan, recommend, and develop new or improved activities; work with Project Coordinator Reentry Services, to ensure high-quality service to all participants in the program;
- Work closely with other team members, communicating regularly with assigned case managers with regards to participant challenges, behavior, achievements and abilities



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- Maintain performance and attendance records for each participant and ensure the timely input of data into agency computerized data management system Commence;
- Input all case notes and service requests within 48 hours of service delivery.
- Attends trainings and team meetings on a regular basis.
- All other duties as assigned or required by the Senior Manager, Program Services.

QUALIFICATIONS

- Minimum of a Bachelor's Degree in, Adult Education, Social Work or related technical field preferred or equivalent experience.
- Three years' experience in training role related to workforce or staff development
- Dynamic facilitation skills in an adult learning environment and the ability to use multimedia effectively; must have experience applying participatory methods and ability to address multiple learning styles; experience with online content delivery a plus.
- Experience working with adults with barriers to employment especially the reentry population
- Experience and or demonstrated ability to work effectively within a correctional facility and as a contributing team member.
- Excellent relationship building skills along with proven high level customer service skills with varied stakeholders
- Reliable transportation
- Proficiency with computers, including Microsoft Office
- Must be able to work as part of multiple teams, be flexible and dependable and demonstrate initiative and creativity
- Commitment to Towards Employment mission and values

EEO Statement

Towards Employment provides equal employment opportunity to employees and job applicants regardless of race, religion, color, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by local, state or federal law.

If interested in applying, please forward your resume to sshorts@towardsemployment.org.