Career and Education Coach

Pay: $20-23/hr, commensurate with experience (Full-time Position)

Organization: Sanctuary of Hope (SOH) is a youth and family service organization that provides prevention, crisis, and stabilization services for youth, young adults, and expectant and young parent families, ages 16 -25 in South Los Angeles and South Bay. SOH serves young people with histories of child welfare and juvenile justice involvement, housing and economic insecure, and at-promise. SOH helps young people build self-reliance by helping them overcome poverty, trauma, low educational achievement, unemployment, and lack of well-being.

Summary: The Career and Education Coach builds and fosters healthy relationships and assists with helping young people with increasing their economic resiliency. S/He provides education counseling and support, soft/essential skills development, vocational training, continuing education, job placement, job coaching, and career advancement opportunities to increase a young person’s earning potential and long-term stability.

Duties and Responsibilities:

- Provide field-based job coaching and support services applying strengths-based, Positive Youth Development, and consumer-centered approaches
- Perform occupational assessments, and employment eligibility determination
- Engage in career counseling and job placement
- Facilitate and refer to work experience programs
- Plan and host events with activities that promote career and education development, career and education workshops
- Facilitate and schedule workshops and psycho-educational groups
- Assist with meeting general education completion
- Chart documentation associated with the administration and delivery of career and education training programs to youth.
- Perform recordkeeping and reporting of program activities on electronic reporting systems (Social Solutions, HMIS, etc.) for outcomes and evaluation; and complete progress notes and program-related reporting as required.
- Report issues and problems to management.
- Attend weekly staff meetings
- Perform other duties as may be assigned by the Site Director or Senior Management Team or Workforce Development Coordinator.
- Comply with contract and goals and outcomes.

Education: BA in human services field

Qualifications:
Demonstrated experience in working with at-promise youth to reach their housing, employment, or education goals

Proficient in Microsoft Office applications

Demonstrated experience in one or more of the following areas: mental health, substance use, emotional/behavioral, special education, at-promise youth issues

Demonstrated knowledge of and ability to work effectively with youth with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth

Knowledge of Trauma-Informed Care Practices and Critical Race Theory a plus

Ability to pass drug screening

Ability to work collaboratively, but independently

Ability to pass a criminal and child abuse index background check

Reliable transportation and clean DMV record

Certificates, Licenses, Registrations:

- Valid California Driver’s License and proof of auto insurance
- Adult CPR & Basic First Aid
- TB Test Clearance
- COVID-19 Vaccination

Position is grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Sanctuary of Hope.

Sanctuary of Hope provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification.

To apply send cover letter and resume to recruitment@thesoh.org