



## PROSPERITY COACH – EMPLOYMENT

<b>Reports to:</b> Lead Prosperity Coach	<b>Pay:</b> \$38,484 - \$58,008 (100% FTE) \$18.50 - \$27.88 per hour	<b>Employees to be supervised:</b> N/A <b>Status:</b> Salary - Non-Exempt
<b>Location:</b> Van Nuys, CA or Canoga Park, CA	<b>Work Hours:</b> 8AM - 5PM, Monday - Friday Some evenings and weekends required.	

At NEW, we spark economic mobility. Using our transformative approach, we connect people, communities, and families to their own sense of power and resiliency. We implement a holistic approach in all we do by addressing families' basic needs. From finding a stable and safe place to live, to supporting more ambitious plans like purchasing a home or starting a business.

As an organization, we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”, and we expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

### Position Summary:

The Employment Coach will offer comprehensive assessment, digital literacy based learning, community resource navigation to participants seeking employment. The EC will engage customers using a holistic framework to assess customers’ needs and goals. Utilizing a strength-based approach and financial coaching strategies, Employment Coaches will facilitate pathways to prosperity by connecting the customer’s values and skills to their goals and financial capability. The Employment Coach will serve low-income job seekers who are facing one or more barriers to employment such as long-term unemployment or homelessness. This position helps participants increase their job readiness, provide job search techniques, career planning, support services, workplace soft skills, internship opportunities, and provides post-employment job retention and wage progression services. Helps participants develop critical thinking skills, reduce employment/barriers and increase self-esteem. This position also provides outreach to businesses for job and internship development. All New Economics for Women staff must understand the organization's purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and customer follow up. As an ambassador for the organization, this person is also responsible for actively supporting the overall mission and vision of NEW.

### Duties and Responsibilities:

#### *Case Management*

- Apply a holistic, strength-based approach to working with individuals and families
- Conduct comprehensive assessments, create goal-oriented service plans, and compose case notes that effectively communicate the status and progress of each participant
- Promote active participation in achievement of identified goals through authentic and encouraging professional relationship-building.
- Actively engage participants in meaningful, goal-oriented, and supportive coaching sessions.
- Effectively manage an active caseload
- Conduct Employment Support Workshops
- Help participants’ secure full-time and living wage employment through intensive employment-focused case management, barrier reduction, work-based learning experiences, addressing basic needs and making referrals to additional resources and services as needed.
- Help customers increase job readiness through skill development, resume assistance, improved interview



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skills and soft skills.

- Develop, coordinate, and facilitate programs and activities that will assist customers in achieving their goals
- Be resourceful in identifying and facilitating resource linkages that complement the available services
- Facilitate client exit interviews
- Conduct: Intakes/Assessments, referrals, outreach, follow up, case notes/file management

### **General Customer Support:**

- Help to create and maintain a welcoming, orderly, and neat environment
- Greet and assist individuals with exceptional customer service
- Assist with general customer applications and referrals
- Ensure customer file contains complete and updated information to include, but not limited, assessments, referrals, services, and case notes
- Maintain a working knowledge of in-house and community resources
- Other responsibilities as delegated by Center Manager

### **Qualifications and Experience:**

- Bachelor of Arts degree in Social Work, Sociology, Human Services, Psychology, or related field
- Minimum two (2) years of experience as a Case Manager
- Possess thorough knowledge of laws, regulations and guidelines related to confidentiality
- Excellent verbal and written communication skills
- Excellent and effective public speaking and presentation skills
- Ability to coordinate multiple assignments and prioritize
- Ability to handle sensitive and confidential issues in a professional manner
- Ability to manage crisis situations
- Ability to work independently as well as in a collaborative
- Residency in and /or familiarity with the target area and its cultural diversity
- Excellent knowledge of word processing tools and spreadsheets (MS office word, excel, access, etc...)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Detail-oriented.

### **Additional Requirements:**

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish
- Able to Facilitate in Spanish and English

Apply via e-mail or website only

Submit your resume with a cover letter:

**Via Website:** <https://neweconomicsforwomen.org/our-job-openings/>

**Via E-mail :** [hr@neworg.us](mailto:hr@neworg.us)

*(Please ensure to include the position you are applying for on the subject of your e-mail)*



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For additional information you may contact Human Resources:  
303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311  
E-mail [hr@neworg.us](mailto:hr@neworg.us)

Stay Connected:



Learn more about us at: [www.neweconomicsforwomen.org](http://www.neweconomicsforwomen.org)  
New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.