



WORKFORCE DEVELOPMENT BOARD OF CENTRAL OHIO
JOB DESCRIPTION

<u>POSITION TITLE</u>	<u>SUPERVISOR/PCN</u>
Career Coach	Grants & Program Manager
<u>FT/PT</u>	<u>PAY GRADE</u>
Full Time	\$45K - \$50K (based on experience)
<u>PROBATION PERIOD</u>	<u>FLSA STATUS (EXEMPT/NON-EXEMPT)</u>
90 Days	Exempt
<u>POSITION LOCATION</u>	<u>TYPICAL WORK SCHEDULE</u>
OhioMeansJobs Columbus-Franklin County 1111 East Broad Street (base location)	Monday – Friday (flexible, but no less than 30 hours per week)

CLASSIFICATION PURPOSE

The primary purpose of the Career Coach is to provide case management services and career development opportunities to young adult customers of the OhioMeansJobs – Columbus/Franklin County job center.

POSITION DUTIES

Provide the essential, case management job functions related to conducting framework services, intakes, assessments, and completing individualized plans to identified activities, follow-up services and other services in compliance with federal, state, and local regulations and procedures. Assist comprehensive case management workers in implementing and/or coordinating services with contracted and/or partnered providers (i.e., WIOA, TANF, training credential, community service, etc.), and other identified government system services. Establish and/or adhere to monitoring/reporting/tracking system for customers. Develop and maintain caseloads, review cases bi-weekly, monitor and maintain worksite partnerships, monitor, and approve participant timesheets. Work with local organizations and assist in the identification and development of services or other resources.

Since every duty associated with this position may not be described herein, you may be required to perform tasks that may be reasonably considered to be incidental in the performing of one's duties, just as though they were written out in this position description.

CORE COMPETENCIES

The candidate for this role will be flexible and able to multi-task in a fast-paced, high-demand and changing environment. Candidates must be forward-thinking and have advanced relationship management skills. The candidate will have to exemplify:



Adaptability	Coaching
Collaboration	Communication
Continuous Learning & Improvement	Customer/Participant Focus
Decision Making	Emotional Intelligence
Guiding Interaction	Managing Relationships
Managing Work Priorities	Professionalism
Quality Orientation	Resolving Conflicts
Valuing Differences	

ESSENTIAL POSITION RESPONSIBILITIES

- Accomplishes clients' care by assessing treatment needs; developing, monitoring, and evaluating treatment plans and progress; facilitating interdisciplinary approaches; monitoring performance.
- Admits new clients by reviewing records and applications; conducting orientations.
- Determines clients' requirements by completing intake interviews.
- Establish and maintain goals by setting schedules and routines; coordinating services being provided; arranging resources, including transportation.
- Monitors cases by verifying clients' attendance; observing and evaluating needs and obtaining additional resources; advocating for needed services; intervening in crises; providing personal support.
- Maintains clients' records by reviewing case notes; logging events and progress.
- Communicates clients' progress by conducting weekly interdisciplinary meetings and evaluations.
- Improves staff competence by providing educational resources; balancing work requirements with learning opportunities.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Including, but not limited to attendance for all required department meetings and related trainings.

MINIMUM EDUCATION AND EXPERIENCE QUALIFICATIONS FOR EMPLOYMENT

- Bachelor's Degree, preferred but not required
- 3-5 years of experience in workforce development, case management, job placement, or similar field
- Proficiency with Microsoft Office Suite
- Excellent written and verbal communication skills

Note: An appropriate combination of education, training, coursework, and experience may qualify a candidate.

[Workforce Development Board of Central Ohio](#)

1650 Lake Shore Drive, Suite 110

Columbus, OH 43204



ADDITIONAL REQUIREMENTS

- Must meet background check and drug screening requirements.
- State Motor Vehicle Operator's License or demonstrate the reliable ability to gain access to work and worksites.

HOW TO APPLY

For advanced consideration, please send your resume and cover letter by Friday, February 3rd, 2023, to Lawrence Jackson, Grants and Program Manager, at ljackson@wdbco.org. Please include "Career Coach" in the subject line.

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