



Service Position Title: Employment Coach AmeriCorps Member (40 hours a week / 6 months)

Service Location: Our House – Founded in 1987, Our House is a comprehensive program for the working homeless serving over 1,700 clients annually. Operating on a 7-acre campus in central Little Rock, Our House empowers homeless and near-homeless families and individuals to succeed in the workforce, in school, and in life through hard work, wise decision-making, and active participation in the community. Our House is located at 302 E. Roosevelt Road, Little Rock, AR.

Site Supervisor/Title: Breanne McLendon, Career Center Manager
breanne@ourhouseshelter.org 501-374-7383, ext. 210

Service Position Summary:

The Employment Coach AmeriCorps Member will serve in Our House's education and workforce center, called the Career Center which works with over 600 adults each year through employment services, adult education, and life skills instruction. The Employment Coach AmeriCorps Member will serve to expand our employment services by interacting directly with unemployed and underemployed individuals with barriers to employment, equipping them with the knowledge and skills to find jobs, succeed in jobs, move up the job ladder, and achieve long-term personal and family goals.

The Employment Coach AmeriCorps Member will serve to meet established outcomes goals for Our House's AmeriCorps project, including: provide hands-on support to 600 Career Center clients to help them meet their professional and personal goals; and successfully connect 360 unemployed and underemployed individuals with jobs

Essential Functions of Position:

- Actively assist with participant recruitment efforts and other client engagement strategies
- Create and implement programming that builds job search skills and promotes rapid employment and career success through ongoing guidance, coaching, and self-esteem building
- Work with Career Center team and job seekers to identify and resolve individual job barriers by following an individualized work plan
- Connect job seekers with services that increase job opportunities and workforce readiness
- Communicate and coordinate within team and across programs to efficiently provide participants with quality programming and services
- Collect and maintain record of participants' proof of employment, wages, job status changes and other related data as outlined by Career Center Manager



- Accurately track, record, and report in a timely manner on the number of adults receiving job placement and career coaching services
- Participate in AmeriCorps Days of Service and additional service projects as approved by the program director.
- Attend Our House National Service Meetings led by the Our House VISTA Leader.
- Attend weekly Our House staff meetings and program development meetings as directed by supervisor.
- The Arkansas Service Commission has determined that the probability of access to vulnerable populations is so great that all members will undergo required criminal history checks: NSOPR, FBI, and Arkansas State Police, as well as other states, as necessary.

Knowledge, Skills, and Abilities Required: The Employment Coach AmeriCorps Member will be thoroughly committed to Our House's mission. All candidates must enjoy working with adults, have a positive attitude and serve as a role model for all Our House clients.

Academic and Experience Qualifications: High school diploma or GED required; an adult education or social services background and/or relevant college courses preferred.

Commitment Required: 40 hours a week for a six (6) month term beginning March 1, 2018 to August 31, 2018 for a total of 900 hours.

Orientation and Training:

- On-site Our House orientation
- First Aid/CPR
- AmeriCorps Arkansas Training
- Any other trainings deemed necessary by the supervisor and/or Program Director

AmeriCorps Program Benefits:

- Living Allowance of \$6,831 over the course of the term of service
- \$2,907.50 Segal Education Award at the end of a successful service term
- Healthcare coverage
- Student Loan forbearance

Evaluation and Reporting: Member will participate in mid-term and end-of-term evaluation and review. Member will submit their hours on a monthly basis and write quarterly reflections.