



Sheryl Holman
CEO

Job Description: Customized Training Coordinator

Salary Range: Starting at \$45,000+ Annually

Qualifications:

- Four year college degree with some teaching or counseling experience.
- Some experience in human services preferred.
- Some experience working with the underprivileged population.

Skills:

- Proficient in computer operations; access to Internet; Microsoft applications.
- Proficient in communications skills; writing, speaking presentation, internal and external communications.
- Ability to provide class instruction and client case management.

Distinguished Features of Work:

Reports to the assigned Program Director. Responsible for assisting program clients in obtaining and maintaining unsubsidized employment. The primary responsibility is to conduct and assist clients in completing job readiness classes and activities, and any other educational requirement to qualify for unsubsidized employment and achieve job retention. Responsible for conducting and/or coordinating Personal Development and Job Skills Training workshops, customized training, computer literacy classes, Job Club job search activities, and any required educational activity for an assigned office to achieve established goals. Provides educational case management and data entry to document and ensure all clients meet the required hours of participation, and progress to unsubsidized employment. Will recruit employers and assist in curriculum development and implementation at the demand of employers to qualify clients for specific employment. Will promote a team concept to reach identified program and agency goals. Will practice, promote, and enforce all established CAPs policies and procedures.