



**JOB TITLE:** Career Coach

**Schedule:** Full Time

**DATE:** October 2019

**Position Overview:**

La Plaza's Career Coach provides career coaching services to clients interested in career development and employment. The Career Coach uses the co-active model to assist client in determining their strengths, barriers, and skills related to employment. Using this information, the Career Coach, along with client develops a career pathway plan outlining the services necessary for success. Follow-up for purposes of retention and advancement is an essential function of this position.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Conduct intake and assessment of clients interested in receiving workforce development services.
- Provide clients with career coaching.
- Assist clients in developing a career pathway plan outlining the services necessary for success.
- Maintains a caseload of workforce development clients for purposes of providing ongoing support to assure success.
- Connect clients to La Plaza Access programs and services.
- Purposefully engage with clients to develop a professional relationship to provide services.
- Conduct training for groups of clients.
- Enter and maintains information into La Plaza's data base (ETO)
- Collects information from employers necessary to verify job placement and retention.
- Conducts employer visits as necessary to assist client maintain their employment.
- Maintains productive relationships with employers that hire clients.
- Conducts orientation sessions.
- Works in team environment to ensure client success.
- Represents La Plaza at community events.
- Perform other job-related responsibilities as necessary.
- Other duties may be assigned.

**JOB REQUIREMENTS**

- Bachelor's Degree in a related field preferred but related experience or training can be substituted for formal education
- Bilingual in English and Spanish including written and verbal communication
- Knowledge of variety of Workforce Development strategies.
- Ability to establish and maintain effective working relationship with co-workers and to work as a team member.
- Ability to communicate effectively orally and in writing in English and Spanish.



- Knowledge of Microsoft Word - word processing software and Excel and ETO - database software.
- Ability to work with and understand diverse populations.
- Good decision making and problem solving skills

**Contact:** Send resume and cover letter to Miriam Acevedo Davis at [miriam@laplaza-indy.org](mailto:miriam@laplaza-indy.org).

Any questions may be directed by email to the above contact.