

sonder

SOLUTIONS

Employment Services Coordinator

sonder SOLUTIONS' mission is to empower disadvantaged individuals and underserved populations with whole person employment and workforce development services designed to promote self-sufficiency and independence--by removing barriers, creating opportunities, and helping job seekers build careers in their communities.

Purpose

To support day-to-day operation of a growing non-profit organization.

Status

Non-exempt position, (20-35) hours per week.

Position Overview

An Employment Services Coordinator helps find meaningful work for individuals and/or at-risk youth with disabilities, overcoming homelessness, and recovering from mental health impairment. The Employment Services Coordinator is responsible for planning, preparing, and helping secure jobs for individuals who are overcoming barriers. Sonder SOLUTIONS' staff prides itself on doing whatever it takes. This role requires someone who values accountability, trust, and innovation.

Essential Job Functions

- Act as a trusted advisor to assess, plan, coach and advocate for employment program participants to find competitive jobs.
- Assist with managing organization's caseload of participants in their employment search.
- Market, advertise, and collaborate with employers and potential employers, Department of Rehabilitation representatives and other team members
- Document and maintains all data collection, reporting, and charting records.
- Participate in supervision, staff meetings, and organizational meetings and training.
- Maintain strict confidentiality with relationships with all Participants, Board Members, staff, stakeholders, and donors.
-

Non-essential Job Functions

- Following health and safety procedures that are consistent with State and Federal requirements. (Including passing needed safety certifications.)
- Participating in staff training issues in advance of team needs.
- Have the ability to be presentable in front of participants and business partners in a business environment.

sonder

SOLUTIONS

Requirements

- Must be 21 years of age or older.
- Must provide proof of identification and eligibility to work in the United States.
- Must pass a drug and background screening.
- Must possess and maintain a valid driver's license and auto insurance.
- Must have access to reliable transportation that does not interfere with performing the essential functions of the job description, cause tardiness, or unexcused absences.
- Two years' experience providing direct service in educational, clinical services, case management or crisis services working with mental health, disability, homeless and/or at-risk youth.
- Bachelor's degree in social work, human services, or related field preferred. Comparable experience will be considered.
- Ability to develop and maintain trusting relationships with participants while managing professional behavior/appropriate boundaries with participants and staff members.
- Experience working within diverse communities; acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Working knowledge of community resources as they relate to mental health, disability, homeless and/or at-risk youth.
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills
- Strong organizational and planning skills.
- Able to collaborate and build rapport with other non-profit organizations and businesses.
- Excellent interpersonal, verbal, and written communication skills, with the ability to communicate in a tactfully assertive manner; superior spelling, grammar, etc.
- Ability to synthesize information and manage competing priorities and constituencies.
- A creative problem-solver, proactive and self-motivated under tight deadlines, with the ability to take direction.
- Helpful demeanor, focused on customer service, and a proven ability to establish solid connections and build successful relationships that support the mission.
- Advanced proficiency in Microsoft Office including Outlook, Word, Excel, and PowerPoint are required; must also be able to type 35-45 WPM

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.