

Job Connection Specialist II (Floater)

2601 Commerce St, Belton, TX 76513 & 4108 S. 31st St, Temple, TX 76502

Full-time

Company Description

Heart of Texas Goodwill Industries, Inc. is a 501c3 charitable organization incorporated in 1955. Our territory encompasses 20 counties throughout the Heart of Texas region. CEO, Dan Nisley, has been with Goodwill since 1971, and at H.O.T. Goodwill since 1986.

There are currently 16 retail stores with over 500 employees across the region, and 4 Learning Centers in operation that served nearly 5,000 individuals in 2014. Learning Center programs include computer skills, job search, resume development, interviewing, financial literacy, and several other programs that are of no cost to the public.

Goodwill's mission is to actively pursue full participation in society of people with disabilities and disadvantages by expanding their opportunities and capabilities through our employment and training programs.

Job Description

EMPLOYMENT AND JOB PLACEMENT SERVICES:

- Develop Individualized Service Plans that specify services and goals for those receiving one on one attention.
- Administer assessments to participants to determine skill level.
- Assist participants, one-on-one, in job search, resume writing, interview skills techniques, self-presentation, and job retention.
- Create a learning environment that encourages positivity, creativity, and respect.
- Identify and document information on education and training resources in the community
- Perform some targeted volunteer recruitment activities at local Colleges, Universities, and other training/education facilities and/or corporations to begin to build a pool of volunteers interested in assisting Learning Center Staff in training education.
- Set up a schedule to meet with participants regularly in order to assess progress and provide support and encouragement.
- Report participant progress to date using participant tracking database (Service Point) or designated spreadsheets.
- Plan and carry out training opportunities always practicing the art of skilled facilitation.
- Conduct classes using formal training programs on topics such as Computers, Microsoft Office Suite, GED, ESL, Parenting, Financial Literacy, Budgeting, Job Retention, and Self Presentation.

- Maintain liaisons with other local community agencies to make sure they are informed about current classes and services being offered in the Learning Center and/or to insure that their referrals are receiving the services they requested.
- Develop and conduct programs of job placement for people with disabilities and disadvantages and maintains a database of potential employers.
- Regularly update a database and/or “job board” with current job openings.
- Develop and conducts programs to teach program participants to get a job and keep it.
- Create and implement participant evaluation tool and record results in database.
- Educate participants on basic employment orientation documents such as the W-4 and I-9.
- Define program outcome measures for classes and individual services.

FINANCIAL LITERACY AND ASSET DEVELOPMENT:

- Meet with program participants and assess basic knowledge or understanding of money management.
- Work with participants to develop a personal financial plan and budget.
- Lead learning opportunities covering the following topics: assets, budgeting, banking, credit, loans, consumerism, and stretching your dollar.
- Work with individual participants on decision-making and problem solving skills along with setting priorities and identifying values.
- Work with participants to set goals and identifying barriers or obstacles to achieving goals.
- Customize and deliver money management curriculum.
- Report participant progress to date.
- Help to define program outcome measures for financial literacy and asset development program component.
- Provide support, encouragement and accountability to participants.

COMMUNITY RESOURCE CONNECTIONS:

- Research and document any and all resources available in the community, identifying type of resource (i.e. training, education, transportation, etc.) and eligibility requirements (i.e. age, income, etc.).
- Develop relationships/partnerships with any and all community assets (educational institutions, government entities, non profit organizations, faith based organizations, etc.)
- Work with each participant to identify barriers to success and a plan to overcome those barriers, using community assets as a resource to achieve success
- Work with participants on appropriate interaction and behavior when connecting with community resources.

COMPUTER LAB SERVICES:

- Develop and maintains the computer center and office skills programs.

- Seeks out software and hardware to facilitate programs of service.
- Instruct center users in operation of computers and other office equipment.
- Develop and implements computer training classes and targets certain audiences.
- Assist participants develop a resume, fill out job applications appropriately, and search for available jobs using the internet.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Bachelor's Degree in a Social Service field preferred

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have current Texas driver's license

EXPERIENCE/KNOWLEDGE SKILLS:

Proven ability to work with individuals with different interests and opinions and to build effective teams in a volunteer environment. Ability to communicate orally and in writing to a wide range of people. Effective planning and organizational skills. Appropriate level of computer skills. Computer skills to include proficiency in Microsoft Word and Excel. High level of energy, motivation, persistence, and positive attitude.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Must be able to sit or stand for long periods and be able to lift at least 50 lbs.

Additional information:

Schedule varies. Will include evenings teaching adult learners.

Position will float between the Belton Job Connection and Temple Job Connection. May float to other Job Connections in Waco and Killeen if needed.

Preference given to applicants with career counseling experience. Must have excellent computer skills with an intermediate knowledge of Microsoft Office 2007 or newer.

Applicants **MUST** submit a resume **AND** cover letter through Smart Recruiters to be considered for this position. Missing resumes will be considered an incomplete application.

Pay Range: \$14.00/hr

Excellent communications skills – verbal and written

Full time position with benefits

Must have current Texas driver's license and dependable transportation for use on the job