

## **Job Training Admissions Coordinator**

### **Description:**

The Job Training Admissions and Care Coordinator will recruit, evaluate and monitor students for all job training programs at Boca Helping Hands. Additionally, the Coordinator will provide administrative oversight and support for students requiring case management as they progress through the program. The Coordinator will report directly to the Director of Programs.

### **The Coordinator will:**

- Identify, recruit and properly vet candidates for all Job Training programs at Boca Helping Hands.
- The Coordinator's evaluation of candidates will include an assessment of the potential impediments that may be present in the candidates' personal/family or communal life that could affect the likelihood of success of the mentoring or training program
- Network with institutions and organizations to source potential students as well as prospective employers for graduates.
- Maintain accurate and timely files in the BHH CRM for each student, including but not limited to all compliance documentation, attendance records, certificates received, and jobs attained.
- Coordinate coaching and support for each student during and after their participation in the program. Post-graduation support will include monthly calls to check employment status and to identify any potential challenges to continued employment.
- For candidates who are accepted into BHH's job training/mentoring programs and who are identified as requiring "Case Management" support, the Coordinator will function as a "Case Manager", monitoring and reporting on the progress of the candidate through all the stages of the training/mentoring process as well as throughout the process of any job search and subsequent employment
- The Coordinator will assist in identifying resources, either within BHH or within its network of partner agencies/institutions that may be helpful in providing Case Management support

### **Qualifications:**

- Experience in recruitment and admissions for adult vocational training, and/or case management, specifically in underserved communities
- Social Work academic qualification preferred but not required
- Excellent communication, critical thinking, and live presentation skills
- Strong administrative, reporting and record keeping abilities
- Strong computer skills using Microsoft Word, Excel and Outlook

### **Responsibilities:**

- Interview prospective candidates for Job mentoring/training to assess eligibility for admission and/or continuation of Job Mentoring/Training
- Develop and maintain “case files” for each candidate admitted to and enrolled in Job Mentoring/Training program, for the duration of the program as well as the job search and initial employment
- Develop and maintain relationships with organizations/agencies which may be a source for Job Mentoring/Training candidates
- Develop and maintain relationships with organizations/agencies that may offer resources, not available within BHH, which may be of value in addressing/mitigating impediments to success identified during candidates’ evaluation phase or case management phase.
- Continuously assess impact of the Job Training programs, based on the number of students who graduate, find, and maintain, employment.
- Organize mentoring services for current students and graduates to enhance their chances of success during and after the program
- Maintain regular contact with students pre- and post-graduation with follow up coaching/case management sessions to identify their emotional, professional and personal struggles, in order to develop a coping plan.
- Establish regular group mentoring sessions; current students will be required to attend and graduates will be encouraged to participate to share success stories.
- Track, update and record all relevant student and program data using the CRM
- Liaise with other BHH departments to coordinate the dissemination of relevant Job Training Information for Development, Public Relations and other operating purposes.

Status:

Salary-Exempt

**Send resume to Trina Chin Cheong at [Trina@bocahelpinghands.org](mailto:Trina@bocahelpinghands.org)**