

Life Coach - Birmingham Campus
Location: Birmingham, AL

Supervisor: Birmingham Site Director

Purpose: Provide holistic and comprehensive case management and career coaching services to all students including: intake assessment, development of short-term and long-term goals, development of realistic career plans, effective progress monitoring, and general advocacy and referrals regarding all issues affecting the progress of our current students and graduates.

Responsibilities

- Provides job and life skill training to participants of Hope Inspired Ministries (HIM). Follow the established curriculum and guidelines for successful progression through the program (Established curriculum includes HIM Curriculum and ACE / Alabama Career Essentials)
- Conducts initial student interviews and assessments, including orientation and initial drug screening
- Actively recruits new students through an array of outreach activities to include neighborhood canvassing, networking with partnering organizations, participation in local resource and job fairs, and public speaking
- Works with a team to ensure all barriers to current and future employment are identified
- Develop action plans for students that will guide and direct them to overcoming these barriers and notify supervisor in a timely manner of any barrier that will prevent the progress of a student
- Assist student with implementing action plans and providing support as necessary

- Develop partnerships with local businesses and connect students to internship and employment opportunities
- Maintain regular contact with students on internship to monitor progress and assist with any challenges
- Provide advocacy for students who run into barriers that they cannot overcome on their own such as with supporting agencies, legal issues, chemical dependency treatment, etc.
- General case management to eliminate the participants' barriers by assisting them in the following areas: finding housing/shelter, securing proper identification (Birth Certificate, Social Security Card, Identifications), transportation issues, medical needs, etc.
- Ensure classroom supplies are stocked including paper, pens, appt slips, poster board, snacks, etc.
- Ensure adequate supply of bus passes and drug screens are on hand by maintaining inventory of such and placing orders to replenish in a timely manner
- Maintain detailed client records including updated progress notes, completed assessments, and individual service plans
- Actively participate in regular staff meetings, staff training programs, supervisory sessions, and accept responsibility for aiding the development of positive team relationships
- Interact with guests and volunteers on a daily basis with a positive attitude and welcoming demeanor
- Conduct follow up communications with graduates of the program to ensure they are progressing

Qualifications and Desired Skill Sets

- Bachelor's Degree in Human Services field preferred; A minimum of 2 years case management or social service experience can be substituted for degree
- Must possess an outgoing, energetic personality and be self-motivated to identify barriers and assist students with breaking down those barriers
- Must have a culturally sensitive approach to rendering services and be knowledgeable of the issues, challenges, behaviors, and thought patterns faced by people in poverty, with substance addictions or mental health issues, and/or histories of incarceration
- Must have knowledge of community resources and counseling/social work practices with high risk populations
- Must be proficient in Microsoft Word and Excel
- Must possess excellent written and verbal skills
- Must possess critical thinking and problem solving skills to work independently with minimal supervision

Travel Requirements: Must possess a valid Driver's License and personal vehicle insurance. Although there is a company vehicle, employees may also transport students to and from appointments in their personal vehicle.

Hours: This is a full-time position eligible for benefits as detailed in the Hope Inspired Ministries Policies and Procedures. Some evenings and weekends may be required.

Salary Range: \$33,000.00 – \$37,000.00

Benefits: Individual Health Coverage paid for by Organization, access to 401K with a match of up to 3% and Life Insurance Plans after 90-day probationary period.

Morality Clause: An employee of Hope Inspired Ministries (HIM) can be dismissed due to any serious act of misconduct by employee, including (but not limited to) an act of dishonesty, the or misappropriation of HIM property, moral turpitude, insubordination, or any act injuring, abusing, or endangering others or bringing public shame and/or ridicule to HIM.



Employer
Hope Inspired Ministries



Birmingham, AL



Job Type
Full-time

How to Apply

Please email a cover letter and resume to Ronald Wyers, Birmingham Site Director, at ronald@hopeinspiredministries.org.



jbowman@hopeinspiredministries.org