



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Workforce Training and Placement Coordinator
Location: Newport News, Virginia
Reports To: Director of Workforce Development
FLSA Status: Exempt

Summary/Objective: Under general supervision, interview, assess and counsel eligible clients, develop individualized employment plans; solicit employment and work training opportunities for clients from prospective employers; refer participants for training, on-the-job experience and employment; and perform other work as required. The coordinator will possess demonstrated ability to successfully convene partners, employers, and clients to execute programs and initiatives. Must have a positive track record in working effectively with multi-ethnic, multi-cultural communities.

COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Knowledge of employment and training programs and related community resources. Utilizing interviewing and counseling techniques in placement activities. Apply fundamental principles of human behavior and group dynamics. Career, vocational and employment counseling planning practices and techniques. Extensive record keeping activities. Applying effective case management techniques. Knowledge of hiring trends and practices of private and public sector employers for placement activities. Research various resources available for military veterans required for some positions. Identifies resources for participants and provide referral information regarding personal/social needs (e.g., housing, social services, counseling, crisis intervention, etc.). Assist with resume development of clients to strengthen volunteer experience, work history, and skill development before, and after intensive counseling. Identify employers who hire individuals with background challenges. Support and leverage transportation options for clients. Create an individualized service plan and portfolio for each participant. Ensure that all participants have at least one week of Workplace Excellence Series facilitation for soft skills. Manage data entry into the VA Workforce Connection labor exchange database for the Commonwealth and the EmpowOR software for share case management. Screen, refer for vocational evaluations as necessary, conduct various assessments, and help each participant identify their career interests. Provide job search services, workshops, counseling, training and employment preparation, and placement services as well as a variety of self-directed online training options. Maintain case management responsibilities, assist with employment and placement or training enrollment. Other duties as assigned.

EDUCATION and/or EXPERIENCE: Working knowledge of the principles and practices of workforce and economic development, business administration, organizational behavior, organizational development, strategic planning, resource allocation, public relations, and leadership techniques; proven facilitator, trainer, instructor, or effective teaching experiences. Demonstrated oral and written communication skills as well as proven presentation skills; Moderate to advanced computer literacy including proficiency using word processing, presentation, and spreadsheet applications and Experience with successful marketing and recruitment efforts. Bachelor's Degree in a field related to Business Administration or five-year comparable experience, and/or certifications in related fields. Industry-recognized credentials (preferred) in Workplace Excellence, North Star Digital Literacy credentials. Expertise with Office365, Kahoot, NearPod, Google Classroom, and Basecamp. Must possess and maintain a valid Virginia driver's license. Criminal record check and credit report required for employment.

Salary: Salary Negotiable. Forty (40) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: <https://hrcapinc.org/about/employment/> to print an application and mail it to P.O. Box 37, Newport News, VA 23607 or fax it to 757-534-9240. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.