



## CAREER OPPORTUNITY

**Job Title:** Workforce Coach- RESTORE  
**Status:** Hourly/Non-Exempt; Regular; FT  
**Reports To:** Workforce Coordinator – RESTORE  
**Location:** Second Chance, 1179 15<sup>th</sup> Ave SE, Mpls, MN 55414

### ABOUT EMERGE

Our mission is to reveal the potential in people and communities through skill building, employment and economic opportunity. We envision a world where all people have an opportunity to emerge and thrive. At EMERGE, we are committed to revealing the potential in people and giving them the tools they need to not only gain employment but receive proper training to establish careers.

### Position Summary

The Workforce Coach – RESTORE is responsible for all aspects of Workforce programming as assigned located at the Enterprise Center and the Hennepin County Adult Correctional Facility. Job related functions include but are not limited to planning, organizing, staffing, leading, and implementing Workforce and Career coaching, services, programs and activities for trainees within enterprise and residents coming from, or returning to North Minneapolis. Ensure Workforce contractual goals and outcomes are met yearly while fostering long-term program growth and ensuring the delivery of high quality service's and activities. This position has high participant contact and engagement through 1:1 coaching and the direct delivery of program services and activities

### General Responsibilities

Work with approximately 150 participants (including participants from the justice involved population) directly per year in securing work readiness skills and services leading to their training and/or employment.

Conduct intake, enrollment and program orientation

Administer and explain Career Assessment results through coaching and/or activities.

Create an Individual Employment Plan with and for the participant

Provide Career and Workforce related case management services with participants, including a collaborative process with participants of career and barrier assessing, goal setting and tracking, referrals and employment related coaching.

Provide assistance to those participants who are career laddering from entry level jobs to higher levels of pay, skill, responsibility and/or authority.

Provide referrals to participants who have or obtain barriers to obtaining or maintaining employment.

Assist with resume development, preparing for interviews and employment orientations per the participants individual employment plan.

Provide assistance to walk-ins seeking out new employment opportunities, providing feedback on resumes or cover letters, strategizing for a successful job interview and/or setting up email accounts.

### Qualifications

Two years of post-secondary education or minimum of two (2) years case management, employment, job development and vocational counseling experience.

Knowledge of environmental factors influencing those with barrier to employment.

Ability to create, develop, plan and implement workforce activities and career assessments which would include but not be limited to reading, math, career and employment barriers assessments

Valid MN Driver's License and able to meet the agency driving requirements

Understand ethical behavior and Workforce practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the mission, vision and values of Emerge.

Knowledge of re-entry processes and barriers.

Ability to obtain security clearance which allows you to conduct recruitment in facilities

Must have the ability to work independently and under limited supervision.

Familiarity of North Minneapolis and its resources.

### How to Apply

Please send resumes and cover letters to:

[humanresources@emerge-mn.org](mailto:humanresources@emerge-mn.org)

Only qualified individuals being considered will be contacted for an interview.

EMERGE - Administrative Offices  
1179 15<sup>th</sup> Ave SE, Minneapolis, MN 55414

[www.emerge-mn.org](http://www.emerge-mn.org)

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