

## JOB DESCRIPTION

### YES! PARTICIPANT SERVICES COORDINATOR/TRANSPORTER

**Job Description:** The Participant Services Coordinator/Transporter will provide an array of comprehensive services necessary for participants to achieve the skills and competencies for academic and workforce development success. This position will be full time with a 40/60 percentage of time split between Chambers/Lee and Randolph Counties. This position will coordinate transportation needs for enrollment with local Career Centers, academic testing, employment training sessions, support services, facility tours and workforce development activities. This position will be involved with all program activities and development. It will be a catalyst for recruitment, outreach, community involvement and promotion of the Program as well as eliminating barriers for overall attendance and participant success outcomes. The Participant Services Coordinator/Transporter will serve out of school youth ages 16-24 who have limited skills, work experience and other barriers of economic success. Participants will be in active and follow up activities with the target goal focusing on training participants for success in high demand careers in local Alabama industries, service areas and Post-Secondary and work related credential preparation.

#### **Qualifications:**

Graduation from college with a minimum of a Bachelor's Degree preferred in a Human Services Field, Education, Workforce Development or Business with a preference in working with young adults.

Excellent driving record and valid driver's license, reliable vehicle and car insurance

Ability to read, write and speak English: able to motivate participants as they establish enrollment and set plans for progress of goals, engage, nurture and support service participants

Ability to work with others and independently with a strong commitment to teamwork

Ability to use computer for data entry into a database and periodic reporting

Strong communication, flexibility and organizational skills

Endorsement and support for the mission of the Circle of Care Center for Families and demonstrates commitment to philosophy of Family Preservation/Support Services

High ethical standards

No criminal record or history of founded child or adult abuse or neglect

#### **Responsibilities:**

Self-awareness and involvement with local, regional and state workforce development/training

Engage and promote outreach of program and recruitment in all served counties

Provide transportation for pre-enrollment, TABE testing, Career Center meetings, individual and group transportation needs, trainings, GED exams, tours and work related tasks.

Set up tours, job shadow placements and assist with WBL assignments

Provide training for credential and certificates assigned by Case Managers

Work with community agencies and individuals in collaborative partnerships to identify, recruit and teach youth ages 16-24 according to established curriculum and needs

Learn community resources and engage partner agencies in successful provision of services

No provision is made for payment for accumulated leave upon separation from employment with the Center. Pay range is \$30,000 - \$35,000.

06/27/2019