

Employment Coordinator

Under the supervision of the Shelter Services Supervisor, the Employment Coordinator manages the delivery of employment related to supports to a variety of NLHHC participants including shelter guests, rapid rehousing participants, supportive housing tenants, tenants in NLHHC properties, individuals attending CAN assessment appointments and other selected individuals eligible to participate in the SNAP Employment and Training program. The Employment Coordinator works closely with other staff members to maximize access to employment opportunities for interested participants.

General Expectations

Works in accordance with HHC values and ethics standards including:

- Guests/participants, colleagues and volunteers treated with respect at all times.
- Complies with HHC personnel policies by maintaining appropriate boundaries concerning relationships with guests and respecting HHC rules regarding the use of HHC property.
- Avoids loud, threatening or derogatory language at all times unless an emergency situation requires special behavior.
- Maintains confidentiality of guest information both in and outside of work.
- Treats all guests and fellow staff members fairly in accordance with HHC guidelines and policies.
- Completes all checklists, incident reports, time cards and other written materials carefully and honestly.
- Collaborates actively with fellow staff members to achieve HHC objectives and improve services. Functions as a supportive team member enhancing the effectiveness of colleagues. Offers feedback as needed but in a respectful and open manner.
- Assumes responsibility for understanding and following HHC procedures, outside agency regulations, laws and standards applicable to his/her area of responsibility.
- Reports any ethical violations or significant failure to follow HHC policy to appropriate management staff.

Specific responsibilities

A. Provide overall management of the SNAP E&T program

- Understand program guidelines and requirements.
- Assess and collect eligibility documentation for all participants.
- Provide equitable access to eligible participants in accordance with SNAP E&T guidelines.
- Maintain files/records (paper and electronic) of services offered in accordance with SNAP E&T requirements.

- Complete and submit all required SNAP E&T reports including billing documents.
- Monitor spending and service delivery to comply with SNAP E&T requirements.

B. Oversee the NLHHC job search and job retention effort

- Develop and implement an outreach effort to fairly identify people interested in participating.
- Select program participants.
- Assure that all participants meet SNAP E&T eligibility requirements.
- Develop individualized job search plans as appropriate.
- Provide one-on-one job search assistance to participants where appropriate.
- Supervise the work of outside job placement staff to maximize participant access to good jobs.
- Identify additional resources (job center, job fairs, training etc.) that would enhance participants work readiness and/or access to jobs.
- Track job placements and document services as required by SNAP E&T.
- Provide one-on-one supports to individuals securing employment as appropriate to increase job retention.
- Authorize direct financial assistance needed to support job search and/or job retention activities within project budget.

C. Other

- Prepare quarterly reports of program service levels including enrollments, job placements and discharges.
- Participate in regional and statewide committees as assigned to maximize access to employment related resources.
- Consult with HHC staff to enhance their awareness of employment program availability.
- Participate in management meetings and other efforts to improve overall HHC effectiveness.

Application Process

There are no specific education requirements but experience with offering employment related supports is key. Capacity to manage reporting requirements associated with this federally funded program required. A valid driver's license and a clean driving record is required.

This is a full-time position and requires in-person work at our site in New London. Initial compensation is \$22-\$25/hour based on experience.

Application

Applications will remain open until a candidate is selected. Interested applicants should submit a resume and a detailed cover letter describing his/her relevant experience.



Resumes without cover letters will not be reviewed. For a more information about the work of the New London Homeless Hospitality Center please check our website at NLHHC.org.

Applications may be submitted by email to:

Nicole Thomas
Personnel Manager
personnel@nlhhc.org

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