

# **HELP AND EMERGENCY RESPONSE, INC PORTSMOUTH, VIRGINIA**

## **JOB DESCRIPTION**

**Title:** Employment Coordinator

**Department:** Shelter Services/Programs

**Type:** Part-time, hourly

**Reports To:** Employment Program Manager

**Job Summary:** Responsible for implementation of employment initiatives, developing integral client resources to assist in client's gaining sustainable employment to support the achievement of permanent housing. Will assist with Sweet Haven Workforce Development program to provide direct supervision for participants, champion full production process and implement training objectives. Will perform employment activities to help clients find employment to support their goal of housing and self sufficiency. Part-time at 25-30 hours a week at 12.00/hr.

### **Responsibilities:**

1. Provides client driven, strength based, program support under a trauma informed care philosophy.
2. Acts as client advocate to mobilize resources and achieve expected goals/ outcomes of client, and program needs.
3. Orients/Oversees utilization of volunteers or assigned interns for training program needs.
4. Assists Program manager in program development and implementation, including development of annual program plan and individual goals.
5. Enforces safety and sanitation regulations. Teaches clients to reproduce Sweet Haven products. Fills orders. Provides supervision and instruction in the kitchen and classroom.
6. Works with Program manager to ensure all client and customer needs are being met. Assists with establishing best practices to further the program.
7. Implement agency policies and procedures, standards of conduct and shelter living guidelines.
8. Works with client to understand dynamics of Domestic Violence and Safety Planning in the workplace.
9. Works with Case Manager and Client to helps to identify and remove barriers to housing.
10. Help client and Case Manager review employment opportunities near affordable housing options.
11. Helps client build budget and life plan with the goal of achieving and maintaining housing.
12. Works with client to identify support resources to help stabilize and thrive in housing.
13. Builds strategic partnerships with outside resources to benefit client and program needs.
14. Provides documentation of all services, activities and incidents using appropriate forms, log book, inner office communications and/or client files.
15. Actively participates in documenting and reporting information for program related grants in a timely manner.
16. Participates in training seminars, staff meetings and program meetings, speaking engagements and other agency functions actively.
17. Maintains a professional demeanor with supervisor, co-workers, clients and other organizations. Communicates effectively and courteously. Brings appropriate issues to

the Executive Director's attention. Adheres to H.E.R. policies and procedures, include Standard of Conduct.

18. Performs all other duties as assigned or required.

**Requirements:**

Undergraduate Degree preferred. Minimum 2-5 years baking experience needed. 25/30 hours a week; must be flexible. Must have or be willing to become a certified food manager

**Personal qualifications include:**

- Ability to work independently
- Ability to collaborate with other service providers
- Ability to communicate orally and in writing
- Professional and sensitive attitude, which reflects the philosophy of H.E.R.
- Excellent driving record; valid driver's license; certificate of insurance from an insurance carrier licensed in the state of Virginia; safe, reliable vehicle
- A strong sense of respect for confidentiality involving both clients and fellow employees
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
- Ability to stand for long amounts of time in a kitchen while baking/decorating.
- Motivated self-starter who takes the initiative to get things done!

Please respond with resume via e-mail [Hershelterjob@gmail.com](mailto:Hershelterjob@gmail.com) or fax to 757-485-0883  
**attention to Olivia**

\*Due to the nature of H.E.R.'s workforce development program, Sweet Haven, you may be asked to demonstrate basic cupcake decorating skills during your interview. Please do some research in to the program to ensure you understand and would be willing to work in this program.

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Staff Signature

date

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Supervisor Signature

date