



ROLE DESCRIPTION

Role: Career Advocate

DEPARTMENT: JobsPlus (*A ministry of City Gospel Mission that exists to train and support people seeking employment across the spectrum of the first timer to the seasoned professional. Our goal is to help our program participants find and excel in their vocations.*)

REPORTS TO: JobsPlus North, Program Director with a dotted line to VP of JobsPlus

CLASSIFICATION/ STATUS: Full-Time Exempt

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES: Career Advocates help our program participants prepare to shine in the marketplace as they seek employment opportunities. These individuals teach and coach the faith based JobsPlus curriculum. The career advocate works with participants in one-on-one training discussions and also in small group meetings. The work is done largely in person and possible by video conferencing on occasion. He/she works as a team member supporting the work done primarily in Middletown and Hamilton, though this person will engage with the rest of the JobsPlus team who work at the Dalton Avenue Campus in Cincinnati.

MAJOR POSITION RESPONSIBILITIES:

1. Do the work of administration in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.
2. Work with program participants to identify possible career/job paths that are compatible with the person's career objectives and needs.
3. Present JobsPlus curriculum effectively and encouraging participation from attendees.
 - Use audio-visual aides to facilitate lessons as appropriate.
 - Conduct orientation and provide content folders.
 - Transport participants to interviews and job fairs, as needed.
 - Track weekly attendance and create monthly reports.
 - Print/distribute JobsPlus program completion certificates.
 - Prepare JobsPlus handouts for classes.
 - Assist participants with online job applications.
 - Conduct mock interviews as part of the graduation process.
 - Print JobsPlus Graduation Photos and add them to the Classroom Gallery
 - Write and submit praise stories.

4. Provide assessment tools to enable participants to create aspirational career paths and then work with participants to build the needed skills, experience, knowledge, etc., to pursue the paths. This includes resume development.
5. Build relationships in person and on social media. Ideally Career Advocates are focused on discipleship (positive life change) along with procuring jobs for participants.
6. Work well with volunteer teams and staff from Genesis Center and Hope House.
7. Maintain and develop contacts with existing and potential employers, staffing agencies, referral agencies, community centers, and churches (*via personal visits, telephone, email and other social media outlets.*)
8. Pray regularly for clients, staff, City Gospel Mission and Hope House. We value the power of prayer and encourage staff to pray. Spiritual growth is encouraged, but not forced on our participants. We believe prayer has a positive impact.

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes being involved with a local church, daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Associates degree or equivalent business credentials.
2. Experience working with people in recovery, homelessness, or post incarceration is preferred.
3. Must be experienced as a facilitator with willingness to abide by the policies and procedures of the partner organizations that JobsPlus serves.
4. Must be well versed with social media and online teaching platforms.
5. Must have excellent written/oral communication skills and positive interpersonal skills.
6. Creative, energetic, organized and punctual.
7. Must be proficient in Microsoft Office and data entry.
8. Must pass background, drug screen and motor vehicle screen.

Date Revised: 1/19/22 (HR Contact, Kelly Wilson)