



Center for Employment Opportunities

Job Coach - Los Angeles, CA

The Opportunity

CEO is seeking a Job Coach in our Los Angeles office who is responsible for helping program participants -- formerly incarcerated men and women -- stay focused and motivated while working on transitional job sites and in their efforts to obtain permanent employment. Job Coaches effectively facilitate program participant progress to interview readiness by providing intensive one-on-one coaching on interview and employment readiness skills.

Who We Are

The [Center for Employment Opportunities \(CEO\)](#) provides employment services to people with recent criminal convictions. Across the United States, over 6,000 people participate in CEO each year, transitioning to employment that supports themselves, their families, and their communities.

What began as a demonstration project of the Vera Institute of Justice in the 1970s to address employment barriers facing the formerly incarcerated following release in New York City has grown into the leading reentry employment organization in the country, where over 25,000 formerly incarcerated individuals have secured full-time employment since 1996. Since 2009, CEO has gained support to expand its programs through government, nonprofit, and private organizations including the Kirkpatrick Family Fund, Express Employment Professionals, and the United States Department of Labor. In 2016, CEO embarked on a 5-year strategic plan to grow to serve 9,000 participants annually.

Who You Are:

- You're deeply dedicated to social justice and perhaps are already working in the re-entry space
- You're passionate about making an impact on people's lives and interested in guiding them to achieve their career goals through a balance of accountability and empathy
- You are a people-person and love to inspire others to reach a goal and perform to the best of their ability
- You have strong customer service skills and take a human-centered approach when communicating with participants
- You have strong time management and prioritization skills
- You're able to anticipate problems, evaluate them, and determine and implement solutions
- You're computer savvy (demonstrated word processing skills, ability to use the Internet to research job opportunities, familiarity with Salesforce preferred)
- You hold a Bachelor's degree (focus in behavioral psychology or criminal justice preferred)

The Nitty Gritty

Key responsibilities of the Job Coach include but are not limited to:

Direct Support

- Engaging participants in ongoing discussions about their employment goals
- Using motivational interviewing techniques as appropriate to help guide participants to goal achievement.
- Developing and producing a professional resume for each participant
- Maintaining weekly contact with participants to track their progress to interview readiness
- Facilitating group sessions and workshops to build employment readiness skills

External Outreach

- Building positive relationships with criminal justice partners, including parole officers and other community based organizations
- Collaborating with other internal departments and the Department of Corrections and other supervising agencies to gather information and promote special projects
- Keeping parole officers/referring partners regularly informed about participant progress
- Making appropriate referrals for participants when necessary

Administrative Support

- Regularly discussing each participant's job start ready progress with colleagues; problem solving with colleagues when needed
- Reviewing participants' daily performance rating provided by their worksite supervisor
- Maintaining accurate client records in Salesforce; updating progress notes in Salesforce during and after each meeting with participants
- Maintaining contact with work crew site supervisors; exercising responsiveness to their concerns
- Recording and reporting monthly progress summaries for each participant, detailing steps taken to resolve challenges and the quality of overall participant participation
- Performing other tasks and responsibilities that will be assigned from time to time

Perks and Benefits

The compensation for this position is \$45,000. Salary is commensurate with demonstrated experience and abilities. We also offer a comprehensive benefits package, including medical and dental coverage, paid parental leave, participation in a retirement plan, sick and vacation leave, paid holidays and more. We're a workplace that promotes continual learning and teamwork, offering lunch and learns, team outings, holiday gatherings and more for our staff. CEO is also dedicated to ongoing staff development and training, including regular training opportunities in Motivational Interviewing (MI). MI is one evidence-based skill that reentry and human service professionals can utilize when supporting participants to achieve their goals.

How to Apply

Please submit your application materials, including your cover letter and resume, via our website: www.ceoworks.org/careers.

More About Us

CEO is a diverse team working to advance economic opportunity for people returning home from incarceration. We welcome diversity and highly encourage applications from people of color and people with convictions. Learn more at ceoworks.org.

CEO is an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status or any other category protected by federal, state or local law.