

**Job Description – Bi-lingual Crew Supervisor/Pre-Vocational Instructor**

**Location: Roca Holyoke**

**FLSA Classification: Non-Exempt**

**Organizational Overview**

Founded in Chelsea, Massachusetts in 1988, Roca’s mission is to move disengaged and disenfranchised young people out of violence and poverty.

Roca’s Intervention Model is a cognitive-restructuring and skills development intervention that was developed and implemented to address the high-risk, underserved population of 17-24 males who are either: 1) aging out of the juvenile justice or juvenile probation systems with a strong propensity for re-incarceration as an adult; 2) connected with the adult justice system; or 3) are high-risk members of the community being served who have a strong propensity for incarceration as an adult.

Roca has a strong organizational culture where learning, personal experience, leading with values, and having deep faith are essential to achieve bold goals with disenfranchised young people. Roca helps young people to change their behavior and shift the trajectories of their lives to move toward the outcomes of economic independence and living out of harm’s way.

**Position Overview**

The TECS will support, coordinate, and supervise transitional employment programming related to creating opportunities with young people to move toward self-sufficiency and living out of harm’s way. The TECS is responsible for ensuring all young people are in program compliance while ensuring that deliverables for the work contract is maintained. TECS’s model and teach soft skills related to employment and provide off site supervision and retention support for young people placed in transitional employment. As part of this work, the TECS serves as a working crew member on all work assignments, modeling and teaching work behavior while working and delivering on contract obligations.

Pre-Vocational Instructor will run pre-vocational training classes with an agreed upon series of curriculums for one time to multiple session workshops and classes will be used to engage young people and increase their skills. Vocational training areas include but are not limited to: maintenance, cleaning, painting, basic construction (framing, locks, apartment turn over, etc....), landscaping, OSHA, and Forklift. In addition to classroom based programming, Pre Vocational Instructors will implement special work projects as directed, using the physical plant of Roca both internally and externally to create hands on learning opportunities for participants.

These particular skills are critical for working with young men with felony charges and records, given their limited access to starting points in the labor market. The Pre-Vocational Instructor must have the capacity to engage with this population and the ability break down and explain/teach skills to individuals with varying skills/education capabilities

**Responsibilities**

- Understand, practice and promote the vision, mission, and values of the organization.

Bottom Line Responsibilities	Expectations and Deliverables
Transformational Relationships	<ul style="list-style-type: none"> <li>• Work with crew members completing assigned tasks of crew contracts, and modeling appropriate work behaviors</li> </ul>

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	<ul style="list-style-type: none"> <li>• Provide daily feedback and coaching to young people and ensure that the quality of work is getting completed in a timely manner; this includes both positive reinforcement and constructive feedback</li> <li>• Communicate regularly with youth workers and program staff to ensure success of individual young people</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• Ensure that all contract deliverables are regularly and consistently met</li> <li>• Manage day to day operations of assigned transitional employment work crew and evaluate performance of each work crew at end of working day</li> <li>• Monitor participants time sheets and track daily participant attendance</li> <li>• Track weekly employee assessment forms and monitor participant hiring and firing</li> <li>• Monitor participants professional development plans and participant employment contracts</li> </ul>
Engage with Participants and Youth Workers	<ul style="list-style-type: none"> <li>• Engage and build relationships with young people enrolled in Transformational Relationships and participating in stage-based educational and pre-vocational programming.</li> <li>• Follow-up daily with young people and youth worker regarding participation and progress in programming.</li> <li>• Provide weekly attendance and participant target lists for classes, workshops, work projects, etc. to youth workers in team check-ins and meetings.</li> <li>• Assess student level of engagement readiness and communicate with Youth Workers for targeted outreach and engagement in classes</li> <li>• Maintain daily contact with participants</li> </ul>
Teach Pre-Vocational Programming	<ul style="list-style-type: none"> <li>• Engage and teach 200 – 250 young people pre-vocational trainings through drop ins, one time projects, and multiple series advanced trainings and special projects</li> <li>• Implement and participate in on-going lesson development of Pre-Vocational Trainings in the following areas: maintenance, painting, custodial, cleaning, landscaping, OSHA, others as determined.</li> <li>• Implement training assessments and support participant completion of advanced courses</li> <li>• Work with appropriate team at Roca and employer partners for improving trainings, developing and implementing advanced trainings, and workshops</li> <li>• Promote and actively encourage skills development for young people in construction and maintenance classes and trainings.</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• Track daily participant attendance and maintain and implement all appropriate evaluation tools as instructed</li> <li>• Use ETO reports and shared data to inform improvements, attendance, and needs to improve Vocational Programming at Roca.</li> <li>• Maintain Efforts to Outcomes (ETO) data base through data entry of all work with participants on a daily/weekly basis, completion of assessments and all other tools as required for evaluation purposes, if applicable</li> <li>• Assist with coverage and programming as appropriate and needed</li> <li>• Actively participate in the safety of the space for all participants through building coverage and communication across the organization</li> <li>• Demonstrate mindfulness for the resources that Roca possesses, and actively work to maintain their functioning</li> <li>• Communication around participation of young people in high risk youth intervention model components with supervisor and other appropriate staff (e.g. pre-voc instructors, crew supervisors, teachers, etc...)</li> <li>• Other tasks as assigned</li> </ul>

**Qualifications**

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in coaching and supporting coworkers.

**Roca expects candidates to have the following skills:**

- BA preferred/Equivalent experience accepted--Minimum of three years of direct service work with high risk young people
- Understanding and experience working with high risk, multicultural, diverse young people; preferably two to three years of direct service work
- Extensive experience in the field of basic construction, painting, and building maintenance
- Experience teaching and managing a classroom and working with small groups
- Attention to detail and ability to complete tasks with excellence and on time
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Creative problem-solving and thinking
- Excellent at organizing, managing and completing multiple complex projects and tasks simultaneously with thoroughness, accuracy, timeliness and good humor.
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Strong attendance, high energy, and ability to motivate others to engage in classes and training
- Ability to break down and explain/teach skills to a population with varying skills/education capabilities
- Desire to support high risk young men learn necessary work skills to retain long term employment
- Computer Literacy and timely data submission/entry
- Ability to work as a part of a team.
- Must be bi-lingual (Spanish speaking)

**Requirements for the position:**

- Travel around the service area
- Computer Literate
- Valid MA Driver's License and current Driving Record
- Willingness and ability to work outside of normal business hours, and Holidays and/or weekends as needed.
- Working with diverse cultures
- Strong attendance and high energy