

Job Description – Employment Pathways Specialist

Location: Roca Baltimore

FLSA Classification: Non-Exempt

THE ORGANIZATION

Roca's mission is to disrupt the cycle of incarceration and poverty by helping young people transform their lives. Roca is humbled by the opportunity to launch and implement the organization's work in the City of Baltimore, serving young men ages 16-24 who are deeply involved in the criminal justice system. For 30 years, Roca has been working in Massachusetts with the deep belief that every young person – no matter how hurt, angry, or left out – matters; and with genuine convictions that every young person belongs and that each of the young people we are privileged to meet can succeed. With these beliefs, we have created a long-term Intervention Model, which helps young people who are at the highest risk of long-term incarceration and violence to build safe, stable, and hopeful lives. Our relentless model is focused on behavior change, helping young people develop critical skills, and using data to improve our work every day.

THE OPPORTUNITY

Roca is looking for dynamic and committed Employment Pathways Specialist to join our team to launch Roca's work in the City of Baltimore. The Employment Specialist will be the lead person responsible for job placement, rapid placement, and replacement. Job placement, long-term retention and growth to employment with a living wage and beyond is a key goal of Roca's intervention model for high risk young men. Additionally, they will assist with workforce readiness, career exploration, and other tasks as assigned.

This position will report to the Employment Manager and work with the Director of Operations & Employment and the Employment Team. This position will work closely with Youth Workers and other program staff as appropriate to move young men through the benchmarks toward long term employment placement.

Responsibilities

- Understand, practice and promote the vision, mission, and values of the organization.
- Program Implementation
 - Coach participants on one-on-one basis and in small groups for workforce readiness and retention purposes
 - Provide employment-based coaching to all rapid employment positions
 - Provide job matching and job placement services to all eligible participants
 - Work with key employment partners to develop relationships
 - Assist in implementing programming to develop soft skills for high risk young people
- Driving Results and Continuous Improvement
 - Responsible for learning labor market trends and job ladders for target populations
 - Work with managers and youth workers to track participants through training, placement, and rapid placement process

- Use database daily to drive a performance culture and ensure progress toward programmatic benchmarks and outcomes
- Partners and Networks
 - Work closely with internal stakeholders to identify and build employer database for rapid placement, individual placements, and multiple employee placements
 - Monitor, track and maintain relationships with key employment/community partners
 - Represent Roca as required in meetings with local and regional government agencies, partners and community organizations

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 a 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 and/or job placement and support for individuals facing barriers to the workforce
- Understanding and experience working with street involved high-risk young people.
- Capacity for creative problem-solving, conflict resolution, and violence prevention
- Strong written and oral communication skills. Should be able to write a quick and appropriate resume with a young person in 30 minutes, send memos communicating information, and demonstrate communication skills with employers.
- 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
- Ability to work as a part of a team

Requirements for the position:

- Travel around the service area
- Computer literate
- Valid Maryland Driver’s License
- Willingness and ability to work outside of normal business hours, and on holidays and/or weekends as needed.
- Experience working with diverse cultures
- Excellent attendance and high energy