

Job Description – Employment Manager

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 Manager to join our team to launch Roca's work in the City of Baltimore. This position will report to the Director of Operations & Employment and work strategically with the Executive Director and Employment Team. The Employment Manager will work with the Director of Operations & Employment on the set-up, operation, and implementation of employment, pre-vocational, and workforce readiness programming. This team is responsible for oversight of all employment programs including basic and advanced transitional employment, rapid placement services, and all job placement activities. The Employment Manager will supervise the TEP Crew Supervisors and the Employment Services Specialist. Additionally, the team will work with sub-contractors operating prevocational and training programming.

The Employment Manager will work on the development of relationships with employers and partners for Basic and Advanced Transitional Employment work contracts. This person will also conduct placement of young people in Advanced Transitional Employment Slots, and ensure quality and timely job placement, rapid placement, replacement, and retention efforts for young people in the model. In addition, this person will need to work closely with Youth Workers and other program staff as appropriate to move young men through the benchmarks toward long-term employment placement. Job placement, long-term retention, and growth to living wage employment and beyond are key goals of Roca's intervention model.

Responsibilities

- Transitional Employment Program Implementation and Results
 - Manage crew supervisors to fully implement transitional employment program including both crew-based and individual placement transitional employment
 - Work with key employment partners to develop relationships
 - Work with the Program Manager on agenda and delivery of Development Day and deliver workforce readiness programming as needed

- Job Placement Program Implementation and Results
 - Responsible for managing workforce readiness, job placement programming, and overall management of Rapid Placement
 - Provide coaching for rapid placement positions, providing support and feedback
 - Conduct all research necessary to develop an adequate pool of jobs for young people; responsible for learning labor market trends and job ladders for target populations
- Management, Leadership, and Continuous Improvement
 - Run check-ins, team meetings, and team trainings to support ongoing development
 - Ensure appropriate integration with other components of Roca, and take responsibility for key processes affecting workforce readiness and job placements
- Contract and Employment Partners and Networks
 - Maintain weekly contact with all contract partners to ensure satisfaction
 - Represent Roca as required in meetings with local and regional government agencies, partners and community organizations.
- Understand, practice and promote the vision, mission, and values of the organization.

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
- Extensive employment and workforce readiness experience
- Understanding and experience working with street involved high-risk young people
- Capacity for creative and flexible problem-solving, conflict resolution, and violence prevention
- Strong written and oral communication skills
- 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
- Ability to identify and build relationships and partnerships for employment
- 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 to work outside of normal business hours, holidays and/or weekends as needed
- Experience working with diverse cultures
- Excellent attendance and high energy