



Career Coach - Denver Site

At CrossPurpose, we believe in being all-in, putting down deep roots in a community, and loving neighbors even when it costs us. We believe that diversity is not just beautiful, it is necessary. We believe in telling people the truth, even when it hurts. These are just some of our values, and we take them very seriously. CrossPurpose is a faith-based organization, affiliated with Providence Bible Church, and we believe that the nonprofit organization, working in tandem with the local church, most fully reflects God's kingdom.

As an employee of CrossPurpose, you will be joining a Christian community on mission to abolish all forms of poverty in northeast Denver. If you are just interested in a job, this opportunity is not for you. If you are looking for a way to live out your purpose, read on.

We actively strive for diversity in our workforce. To learn more about who we are and what we do, check out www.crosspurpose.org.

Reports to:

Site Director

General Job Responsibility

The Career Coach is responsible for assessing the needs of the program participants, who we call "Leaders" and assist them through the process of self-sufficiency through career and community development. The Coach will use a variety of strategies to engage and support Leaders, including but not limited to: long-term case management, Skill and Employment development, resource referrals, soft skills training, and community building.

Specific Job Responsibilities

Case Management Responsibilities

- Assist in the process of conducting intakes and assessments during the recruitment and admissions process for Leaders
- Lead information sessions for potential Leaders
- Interview and help make decisions regarding admission of potential Leaders into the program
- Coach 25 to 30 Leaders towards their self-sufficiency and career goals
- Develop and implement Leader-centered goals and hold them accountable to the goals

- Track and maintain data and case notes
- Develop Action Plans for Leaders that are off-track to meet graduation goals and evaluate progress
- Maintain regular communication with Leaders
- Identify appropriate resources to respond to Leader needs and make any referrals necessary to implement care plans. Provide follow-up with Leaders and collateral contacts as needed.
- Keep Site Director updated on Leader progress
- Work closely with Site Team staff and centralized departments to ensure effective use of program resources
- Input data all relevant case management data into the existing Salesforce CRM platform in a timely and accurate manner

Personal Development Training Responsibilities

- Work with Site Team to create a welcoming and safe environment for Leaders
- Attend all Personal Development activities during first six weeks of the program
- Exemplify and hold Leaders accountable to meet program values
- Help Site Team to manage classroom needs
- Prepare lessons and teach soft skill related classes during Personal Development and Family Gatherings as assigned by Site Director (communication, business skills, Pairin lessons, basic computer skill classes, etc)

Middle Skills and Employment Development Responsibilities

- Work with Leaders to identify viable career pathways and plan next steps
- Help oversee skill development and career launch (including potential apprenticeship opportunities and internships)
- In collaboration with Site Team help provide oversight of Career Launch and online and traditional Skill Development classes
 - Assist Leaders in accessing financial assistance for education programs
 - Track Leaders' progress through education programs
 - Facilitate submission of employment applications, interviewing and onboarding of Leaders into employment positions.
- Help Leaders in securing permanent and secure employment that will earn a wage of \$15.00+/hour

Qualifications

- A deep level of knowledge and understanding of the complexity of poverty and a familiarity working with issues of poverty
- 3+ years of career and community development experience, preferably in a complex multi- program environment; related master's degree a plus
- 3+ years of cross-cultural leadership experience

- Strong interpersonal, written, and oral communication skills; proven ability to communicate with diverse audiences
- Strong organizational skills, attention to detail, high standards, initiative and follow through
- Proven ability to motivate others and solve problems
- Team player who is willing to help other staff team members when needed.
- Must be able to work creatively within a budget and use innovation to find ways of more effectively managing resources
- Strong commitment to Christian faith

Compensation and Benefits

Salary: \$48,000

Vacation: 10 days, plus the week between Christmas and New Years

Interested?

To apply, please send a resume and cover letter to careers@crosspurpose.org.