St. Francis House
39 Boylston Street, Boston, MA 02116

JOB POSTING

Career Counselor/Job Coach

Organization Overview

St. Francis House is the largest day shelter in New England. Located in the heart of downtown Boston, we serve over 800 poor and homeless men and women a day, 365 days a year. Our basic and rehabilitative services overlap and build on one another to provide our guests with continuous and comprehensive care.

Opportunity

We are currently seeking an experienced individual to provide both individual and group strength based job coaching services for participants and graduates of our Moving Ahead Program, a 14-week, classroom-based vocational rehabilitation program annually serving 200 adults with histories of homelessness, substance abuse, mental health difficulties and incarceration.

Essential Duties and Responsibilities include the following:

Provide in-classroom and one-on-one job search support for MAP students

Facilitate job search workshops with each class related to resume development and interviewing skills

Identify barriers to employment for each student and work collaboratively with the MAP Case Manager to create an action plan to address barriers

Provide individual pre-employment counseling to MAP student to identify their career interests and work collaboratively with Employment Services Supervisor to place students with program employer partners as appropriate

Ensure MAP graduates comply with reporting requirements of the program. Maintain and submit salary information of placed clients at defined intervals to the Employment Services Supervisor

Meet with each student to create a career development plan prior to graduation and work collaboratively with the Alumni Services Coordinator to discuss students' long-term career goals post-MAP

Document student interactions and program activities in the client database (ETO) in a timely manner

Work with appropriate internal and external management and advisory staff to achieve program goals
Qualifications/ Requirements:
Minimum of a bachelor’s degree and one to three years’ full-time volunteer or professional experience working directly with clients in the areas of employment/career counseling, job placement, and/or other workforce development related areas.

Successful candidates should have:

• the proven ability and desire to effectively work with and promote individuals with significant barriers to employment due to episodes of homelessness, addiction, mental illness and/or incarceration.
• in-depth, practiced knowledge of essential job search skills and career planning processes
• knowledge of employment resources, preferably in the Boston area
• the proven ability to engage and support vulnerable individuals as well as motivate and guide them toward planning for and fulfilling short and long-term goals
• experience and comfort with using a client database to track progress and manage workload
• effective and professional communication skills
• solid planning and organizational skills
• a positive approach to the work and an optimistic outlook

Compensation and Benefits:

We offer a competitive salary and extensive benefit plans including:

• Medical and Dental Insurance
• Four weeks paid Vacation per year
• Twelve paid Holidays per year
• Twelve paid Sick Days per year
• Employer paid Life, Short and Long Term Disability Insurance
• 403(b) Retirement Savings Plan with employer match

Application Instructions:
Send resume and cover letter to Human Resources,
Email: fritzau@stfrancishouse.org
St. Francis House
39 Boylston Street Boston, MA 02116 AA/EOE