



JOB OPENING
EMPLOYMENT AND TRAINING COORDINATOR
For Rivermont House and Wynwood
FLSA Classification: Exempt

About Carrfour Supportive Housing:

Carrfour Supportive Housing is a not-for-profit 501(c)(3) organization whose mission is to develop permanent supportive housing and maximize the self-sufficiency of the formerly homeless and those at risk of homelessness in Miami-Dade County, Florida. Established in 1993 by the Homeless Committee of the Greater Miami Chamber of Commerce, Carrfour is unique from other not-for-profit organizations addressing the homelessness issue in that we are *both a housing developer and a service provider*. We measure our success in terms of our residents' successes, and not just the number of supportive housing units we provide. Our goal is to end homelessness in Miami-Dade County.

Duties/Expectations:

- Conduct skill inventory and aptitude testing on all new residents.
- Create individualized employment goals to be included in each resident's Self Sufficiency Plan and monitor resident's progress in meeting employment goals.
- Conduct group employment training sessions for the residents.
- Conduct individual employment counseling sessions with residents.
- Provide all necessary services to assist residents in securing and maintaining employment.
- If necessary, contact employers in the community to facilitate placement of a resident.
- Provide linkage and referrals to specialized employment programs.
- Complete all documentation and paperwork in a timely and efficient manner.
- Input case notes into the HMIS.
- Work with Service Coordinators and Assistant Directors to ensure client is receiving services as needed.
- Intervene in crisis and emergency situations.
- Attend scheduled workshops, trainings, and meeting as required.
- Complete other duties as assigned to support and ensure the success of the program.

Required Experience:

- Bachelor's degree preferred.
- Must have Job Development experience.
- Must have reliable transportation.
- Knowledge of Word, Excel, and PowerPoint.
- Ability to work a flexible schedule including some weekends.
- Excellent verbal and written communication skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for extended period of time at a keyboard or workstation; to exert light physical effort in sedentary to light work; to use hands in order to finger, handle, or feel; to reach with hands and arms; and to talk or to hear. The employee is occasionally required to lift, carry, push and/or pull objects and materials of light weight (up to 10 pounds). The employee is occasionally

required to walk, to stand, to stoop, to kneel, and to crouch. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a typical climate controlled office environment and the noise is usually moderate.

SUBMIT RESUMES TO akopper@carrfour.org or fax to 305-757-4386 BY October 31st, 2008