



## WORKFORCE DEVELOPMENT JOB DESCRIPTION

### DESCRIPTION

The Workforce Development II is a frontline staff position responsible for the support of Growing Home's Production Assistants and Graduates. Two key functions of the position include executing strategies to ensure Job placement and Job retention for all of our trainees. In addition to job placement and job retention, the Workforce Development II staff will provide support to the overall execution of the Employment Training ("ET") program at Growing Home, Inc. The Workforce Development II reports to the Director of Employment Training (DET) and works closely with a committed group of four other ET staff.

### ABOUT GROWING HOME:

Growing Home is a non-profit urban farm and social enterprise in the Englewood neighborhood of Chicago. We serve our communities through local, healthy food access and robust workforce development that has pathways to sustainable careers. Our 12-week person-centered **paid** employment training program includes real work experience with transferable skills, a robust classroom curriculum, and holistic case management and support - **all in-house**. Our training program operates four cohorts over a calendar year.

### RESPONSIBILITIES

- Develop and cultivate long term professional relationships with employers, placement agencies, and temporary agencies to ensure consistent contact for job leads. Make presentations to businesses within the Chicagoland area to promote Growing Home's workforce development programs and to develop new employment opportunities for PAs and Graduates.
- Identify job opportunities and match employer and participant's interests, needs, skills, and experience.
  - Make contact with employers (existing employer relationships, employer networks or associations, cold calls, online, other workforce development programs)
  - Coordinate with PAs and graduates to schedule interviews
  - Follow-up on interviews with PAs and employer

- Develop and implement strategies aimed at helping graduates keep their jobs, including but not limited to:
  - Weekly and Monthly in person checking in with job holders
  - Assist job holders in emergencies (such as a car breaking down or last-minute child care issues)
  - Support hiring managers with on-the-job issues
- Assist with employment readiness training, job search assistance, and obtaining permanent, unsubsidized jobs in high-demand industries.
- Provide employment guidance and create individual employment plans that outline participant's employment objectives.
- With the support of the ET team, coordinate and host engagement events for PAs, Graduates, and employer partners

Administrative:

- Responsible for the tracking and entering data in Customer Relationship Management CRM (Salesforce) of all employment placements and retention data for Production Assistants (PAs) and Graduates.
- Responsible for the tracking employment retention at 30,60, 90, and 180 days of employment.
- Manage the programs Employee Retention Incentive program that gives cash incentives to job holders who successfully complete job retention at 30, 60, 90, 180 days
- Ensure compliance with grants and contract, and agency and programmatic standards that are designed to meet PA and graduates needs.
- Maintain and submit, placement reports, employer partnership agreements, success stories, calendars/flyers of upcoming events, employment/employer leads, and other required information.
- Observe and document participants' vocational assets and limitations, ability to engage in competitive employment, need for and ability to benefit from supported employment, including natural supports.
- Facilitate Job Clubs with guest speakers and employers about various life skills, career development, job related topics, income supports, job leads, etc.
- Provide outreach to engage targeted Self Sufficiency caseload of job ready clients.
- Utilizes a team approach and works with other program staff in the planning and implementation of services.
- Takes increasing responsibility for own professional development, utilizing supervision and other developmental opportunities within and outside the agency to enhance skills and understanding.
- Other duties as assigned by supervisor.

## **SKILLS AND QUALIFICATIONS:**

- Commitment to Growing Home's mission and core values
- Demonstrated ability to build long-term relationships with a wide variety of stakeholders in a positive, engaging manner
- Excellent verbal and written communication skills, strong organizational and time management skills, ability to lead projects and problem-solve
- Experience working directly with marginalized populations
- Experience in classroom facilitation, skills training, and/or curriculum development
- Strong computer skills, including using Microsoft Office (excel) and Google Docs
- Ability to work some evenings and weekends
- Some travel for meetings will be required. Must have an aptitude and willingness to navigate public transportation throughout the greater Chicago-area, or a valid driver's license
- The ability to work well under pressure in a fast-paced environment
- Must be able to work independently and collaboratively within a team environment

## **EDUCATION:**

Bachelor's degree preferred. At least two years experience workforce development, Human Resources, sales, marketing or similar field

## **Physical Requirements**

While performing the duties of this job, the employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 15 pounds. There will be local travel required and some evening and weekend work. Requires ability to climb stairs, prolonged sitting, some bending, stooping and stretching, requires eye-hand coordination and manual dexterity sufficient to operate office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Primary work hours will be between 8:00 am and 4:00 pm with flexible schedule and work from home opportunities. For special events or at particularly busy times per year, the Workforce team will be required to work weekends or evening hours.

Growing Home Inc reserves the right to assign or reassign duties and responsibilities of this job at any time based on the needs of the organization.

## Equal Opportunity Employer

*Growing Home is committed to creating a diverse work environment and is proud to be an equal opportunity employer. Growing Home does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at [jobs@growinghomeinc.org](mailto:jobs@growinghomeinc.org).*