



Position Description ProjectRISE Facilitator

The Sharing Center was established in 1986 to serve our community in need with life's basic essentials, and with the mission, through Christ, we provide dignified solutions for those experiencing poverty and homelessness. Due to the growth of The Sharing Center's programs, we are currently seeking a ProjectRISE Facilitator to join the team. This role will report to the Senior Program Manager and works in collaboration with the Success Coach and Workforce Development Specialist. To help motivate and empower our participants to reach their goals.

Overall Responsibility:

The ProjectRISE Facilitator will provide ongoing instruction and housing assistance to low-income and homeless adults in the areas of Emotional Intelligence, basic computer knowledge, resume writing, job interview training, and workplace success skill. The goal of this program is for unemployed and underemployed program participants to complete the ProjectRISE 80-hour training course leading to an increase in income above 200% of the Federal Poverty Guideline. The ProjectRISE curriculum is divided into two primary areas: emotional intelligence and Job readiness skills.

Key goals for this position include graduating 10-12 students per class, facilitating 7-10 classes per year, and increasing student's understanding of the material through the administering of pre- and post- testing.

This position will be working with clients inside the Seminole County Corrections facility as well as at The Sharing Center office in Longwood.

Essential Duties and Responsibilities:

- Facilitator implements the classroom portion of the curriculum, also provides direct outreach to ensure classes are full and prepare participants for employment success. The facilitator is part of the team that provides classroom training. This will include outreach and recruiting.
- Aids with job placement opportunities and personalized job retention support to motivate participants to move from poverty to economic self-sufficiency
- The facilitator is responsible for administering pre- and post- test, enters attendance, grades, and case notes daily into the Client Track system. Attends job fairs and meets with the community to identify and recruit potential participants.
- Facilitate housing and employment placement process for each participant and serve as liaison between families, landlords, utility providers, employers and other agencies when needed
- Assist with move-ins to housing to ensure the participant has necessary household items and basic understanding of their responsibilities as a tenant
- Manage ongoing relationships with adults with multiple barriers to employment include drug use, incarceration, homelessness/housing instability, transportation issues, mental health barriers, medical health barriers, Crisis Navigation, Basic Life Skills, and Financial Education

- Interview clients to determine suitability for ProjectRISE; screens clients for skills, job experience, education, aptitude, interest, and barriers to employment; evaluates client needs for supportive services and makes community referrals; develops individual employability plans
- Reviews and assesses client employability based on skill level, education, aptitude, experience, employment and training history, barriers to employment, and develops a client-specific work plan.
- Provides up-to-date information regarding employment, training, and labor market trends
- Makes appropriate referrals to employment, education, vocational training or other training resources, including referrals to mental health, substance abuse, and domestic violence services
- Understands and interprets rules and regulations applicable to employment and housing, explains program options and goals to clients and to the community
- Develop the lesson plans of time for the ProjectRISE classes. This includes bringing in guest speakers for special topics or organizing off site field trips
- Provides career counseling with continuous case management evaluating client progress and continuing to assist clients with personal and social issues affecting employability
- Promote and distribute information about the program
- Assist clients developing resumes and preparing for interviews, Employer Recruitment/ Identifying Job Opportunities
- Prepares statistical and narrative reports on caseload and program activities
- Preparing and reviewing clients' budget
- Ensuring compliance with funders' requirements as well as programs goals and outcomes
- Collecting, maintaining, and scanning all required documentation and ensuring data is complete and accurate
- Networking and collaborating with community churches, social service agencies, employers, and landlords to generate student referrals
- Representing The Sharing Center at community meetings and events
- Data Gathering/ Documentation & Reporting
- Assisting with the training of volunteers as assigned
- Other duties as assigned

Time Requirements:

The ProjectRISE Facilitator position is a full-time hourly position and requires the individual to work some evenings and weekends.

Qualifications:

- Bilingual required (Spanish to English)
- Knowledge of homeless services, case management, mental health, permanent supportive housing, and rapid rehousing experience preferred
- Ability to effectively serve a very diverse population with aptitude in the areas of conflict resolution, critical thinking and problem solving
- Excellent communication skills, both written and oral, and be able to work under pressure with limited guidance
- Ability to work with minimal supervision
- Compassion, initiative. and good judgment
- Listening, interviewing and problem-solving skills
- Knowledge of community social service programs
- Computer literacy and working experience of Outlook, MAACLINK, HMIS or other client database experience strongly preferred
- Knowledge of housing related laws, resources, and requirements

- **Education:** Bachelor's in Social Work, Psychology, Sociology, or equivalent experience (Preferred)
- **Experience:** 2 or more years of case management and teaching experience (Preferred)
- **License/Certification:** Driver's License

Work Environment:

The Sharing Center is located on a large campus with multiple retail programs and operations. Some walking is required in between departments. Some standing is required but most of the time will be in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel as classified.

Equal Employment Opportunity:

It is the policy of The Sharing Center to provide equal employment opportunities to all employees, applicants, and clients. The Sharing Center does not unlawfully discriminate on the basis of race, religion, color, creed, ancestry, national origin, citizenship, age, gender, marital status, parental status, sexual orientation, membership to any labor organization, political ideology/affiliation, disability of an otherwise qualified individual, or any other legally protected basis, to the fullest extent provided by federal, state, and/or local law.

We conduct background checks as part of our hiring process.

Job Type: Full-time (Non-Exempt)

Benefits:

- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Salary Range: \$43,000 to \$46,000 annually

All qualified applicants should submit a cover letter and resume to Renee Finegan at renee.finegan@thesharingcenter.org.