



# GROWING HOME

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## DIRECTOR OF EMPLOYMENT TRAINING

### JOB DESCRIPTION

The Director of Employment Training (DET) is responsible for planning and overseeing our job training program, and for overseeing the department's staff of four. This includes directing participant recruitment, classroom training, case management, and job placement.

Successful candidates will have an interest in, and experience with, managing day-to-day operations of a social service program, managing and developing staff, leading outreach and cultivation of external partnerships, and leading program assessment and development. Candidates with backgrounds in workforce development for marginalized populations and/or social work are strongly encouraged to apply.

### RESPONSIBILITIES

#### Recruitment and Enrollment:

- Responsible for overseeing the recruitment and enrollment of participants who meet our requirements and qualifications; oversees the planning and implementation of application, interview, and enrollment process
- Builds and maintains relationships with recruitment partners

#### Classroom Training:

- Responsible for overseeing the successful development, implementation, and assessment of Growing Home's job training curriculum and for the curriculum's positive impact on participants
- Responsible for building and maintaining relationships with curriculum partners including external facilitators, employers, corporate partners, and the CROSS team at Loyola University (creators of a social-emotional curriculum that Growing Home has integrated into our curriculum)

#### Case Management:

- Oversees Case Management Coordinator, and is ultimately responsible for the overall provision of case management and referral of supportive services to

- participants
- Ensures Growing Home uses social work best practices, and that the program operates within all ethical and accepted guidelines of social work

#### **Job Placement and Retention:**

- Responsible for overseeing the successful job placement and retention of Growing Home graduates in unsubsidized employment and for reaching the required percentage of placement and retention
- Responsible for building and maintaining strong relationships with employment partners
- Responsible for overseeing the development and implementation of Graduate engagement activities, including the Alumni Advisory Council

#### **Hiring and Staff Development:**

- Hires, supervises, and mentors a team of 4-6 trainers and case managers, fosters teamwork and collaboration
- Responsible for hiring top candidates and retaining top employees
- Responsible for training, directing tasks and preparing and overseeing work plans, documenting positive and negative performance and behavior, course-correcting or providing progressive discipline for employees as needed, completing mid-year and annual reviews, and termination as necessary
- Responsible for developing talent, leadership, and engagement through professional development opportunities, providing continuous performance feedback, and one-on-one coaching

#### **Other:**

- Represents and advocates for Growing Home to diverse stakeholders, including building partnerships with peer organizations and participating in industry events
- Provides leadership in reporting and analysis, including overseeing the development of long-term evaluation plans, ensuring appropriate data collection systems are in place, qualitative and quantitative results are measured, and reporting and subsequent analysis is communicated internally and externally
- Serves as liaison from the Employment Training Department to the Governing Board, Associate Board, and Leadership Council
- Manages the Employment Training Department budget, including annually assisting in the development of the budget, overseeing purchases, and ensuring the department does not go over-budget

#### **SKILLS AND QUALIFICATIONS**

- At least five years of relevant experience
- Bachelor's degree strongly preferred; master's degree a plus; MSW, LCSW, or LSW highly encouraged to apply

- Demonstrated ability to plan, create, and lead programs
- Experience managing and developing staff
- 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, and developing programs that are culturally appropriate
- Familiarity with the workforce development field and job development strategies
- Familiarity with social work best practices
- Experience in classroom facilitation, skills training, and/or curriculum development highly preferred
- Strong computer skills, including using Microsoft Office, Google Docs, and CRM systems
- Commitment to Growing Home's mission and core values
- 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 and access to a vehicle

## **TO APPLY**

Please email your resume and cover letter to April Harrington, Interim Executive Director, at [aharrington@growinghomeinc.org](mailto:aharrington@growinghomeinc.org). Send both documents in a single PDF file, titled [First initial, Last name, DET. pdf], for example: AHarringtonDET.pdf.

Applications will be accepted until position is filled, but applicants are encouraged to apply before February 1<sup>st</sup>, 2019. Only emailed applications will be accepted. Please do not email or call to follow-up. If you have not heard from us by February 28<sup>th</sup>, you are welcome to inquire about the position via email and ask for feedback on your application.

Growing Home offers competitive compensation packages based on experience. All compensation packages include health insurance coverage and generous vacation benefits.

All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.