



# GROWING HOME

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## Employment Training Director

Growing Home, Inc. is a non-profit social enterprise that provides job training for low-income individuals in Chicago through organic agriculture. Our program provides experiential learning opportunities and employment in the horticulture field, as well as a unique job-readiness curriculum that helps reintroduce participants back into the workforce. Through our USDA-certified organic farms, we also seek to provide healthy, fresh food and food education to our neighbors in Englewood.

We offer a diverse, energetic and mission-focused environment for our employees.

### **The Job**

In collaboration with the Executive Director, the Director of Employment Training (DET) communicates the department's strategic goals, objectives and outcomes internally and externally to all employees, clients, and external stakeholders.

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

### **Responsibilities**

#### **Leadership:**

- Directs the services of a highly visible and results driven team committed to assisting unemployed and/or underemployed job seekers secure marketable skills with a focus on career development and sustainable employment.
- Formulates and implements annual, short and long-range plans for workforce development and employer engagement including program planning and assessment.
- Establishes and maintains strategic relationships with various federal, state and local agencies, community partners, and employer partners.
- Ability to supervise staff, effectively evaluate and motivate staff performance.
- Oversee the design of any new programs.
- 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
- Liaising with departmental heads to develop financial plans and ensure company-wide compliance.
- Keeping track of the company's revenue margins and conducting budget reviews

- Represents and advocates for Growing Home to diverse stakeholders, including building partnerships with peer organizations and participating in industry events
- 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
- Work with the Development department in completing government grant applications and identifying funding source for training program.

### **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.
- Defining, implementing and revising operational policies and guidelines for the organization.

### **Classroom Training:**

- Presents information, using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos and lecture.
- 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 overseeing the development and implementation of Graduate engagement activities, including the Alumni Advisory Council.
- Establishes, grows, and maintains strategic relationships with employer partners.

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

- Hires, supervises, and mentors a team of 4-6 trainers and case managers, fosters teamwork and collaboration.

- 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.
- Working with the human resources department to create job descriptions, hire competent personnel and oversee employee training programs

### **Qualifications**

- Successful candidates will have an interest in, and experience with, directing the 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.
- 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
- 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
- Familiarity with the workforce development field and job development strategies
- Familiarity with social work best practices
- Strong computer skills, including using Microsoft Office, Google Docs, and CRM systems
- 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

### **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 20 pounds. Requires ability to climb stairs, prolonged sitting, standing, 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. Monday through Friday at the Wood Street Urban Farm, 5814 S. Wood Street. For special events or at particularly busy times per year, the Employment Training Director may be required to work weekend 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.