**Job Description**

**Job Title:**  Bilingual Moving Ahead Program Instructor **Department:** Workforce Development

**Reports to:** Moving Ahead Program Manager **Effective Date: *5/21/2024***

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| **Guiding Principle:** | The St. Francis House Philosophy of Care commits us to providing trauma-informed, recovery-oriented and person-centered care. It guides everything we do at St. Francis House (SFH) – how we work with Guests and how we work together as an entire agency and community. Each staff person is expected to learn, understand, and apply these principles in their everyday work. |
| **Job Summary:** | TheMoving Ahead Program Instructor creates a supportive recovery-oriented classroom-learning environment and acts as a “life skills coach” for adults who are seeking pathways into stable employment and out of homelessness. Instructors use a holistic job and career readiness curriculum and work as an integral part of the WFD team. The instructor works collaboratively with integrated services at St. Francis House to stabilize guests in Income, Housing, and Behavioral Health. |
| **Supervisory Responsibilities:** | * None
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| **Essential Duties/Responsibilities:** | * Teaches a holistic 14-week life skills and employment readiness curriculum to a cohort of 11 students for the Moving Ahead Program (MAP).
* Effectively manages the classroom dynamics and fosters learning among adult learners with diverse backgrounds, abilities and needs, including many who have struggled to succeed in formal learning environments in the past.
* Deliver culturally responsive workforce readiness services and effectively interact with people across cultures, ranges of ability, genders, ethnicities, and races.
* **Recognize and manage personal behaviors, moods, and impulses to create an inclusive, equitable, and welcoming environment within the classroom.**
* Provides a defined class cohort of students with individual assessment, service planning, and progress coaching to coordinate care and proactively address any barriers to program completion and successful job placement.
* Teaches effective job search practices (resumes, job inquiries, interviewing skills) and provides job search support to facilitate placement and transition to the workplace.
* Teaches digital literacy and basic computer proficiency skills including navigating the internet, email, Microsoft Office products, and using social media in a job search.
* Partners with Tech Goes Home to teach chrome book basics utilizing a Google platform and secure chrome books for all graduates.
* Teaches basic foundational skills like reading and writing required for success in the workplace.
* In collaboration with Life skill and Wellness Coordinator, embeds wellness and recovery concepts into lessons including self-exploration, employment readiness, and effectively managing stresses in the workplace.
* Guides students through practicing how to talk about their strengths and experiences and present themselves confidently to others, in interviews, when networking, and in the workplace.
* Coordinates with internal and external partners to facilitate scheduling of mock interviews, financial literacy, computer literacy, Mass Hire webinars, job fairs, etc.
* Participates in program evaluation and program improvements discussions and offers feedback about the module-based job readiness and employment-focused curriculum.
* Collaborates with internal and external services providers around the behavioral health, income, and housing needs of students as needed.
* Keeps accurate records of work with students in all required databases including HMIS and Mass Hire Moses.
* Self-monitors performance to insure measurable progress with participants and adherence to contract requirements, departmental goals, and/or agency-wide outcomes.
* Adheres to agency code of conduct.
* Performs other duties as assigned
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| **Required Skills/Abilities:** | * Proficiency in English and Spanish.
* Strong verbal and written communication skills.
* Ability to manage a classroom that fosters learning among adult learners with diverse backgrounds, abilities and needs, including many who have struggled to succeed in formal learning environments in the past.
* Proven ability to engage and support vulnerable individuals as well as motivate and guide them towards planning for fulfilling short and long-term goals.
* Able to apply an understanding of the barriers individuals who are homeless typically face when transitioning to employment and workplace environments.
* Acknowledging that people from other cultural groups may not share the same beliefs and practices or perceive experiences in the same way.
* Recognizing that everyone has some ethnocentric views shaped by their culture and individual interpretation.
* Cultural knowledge of key populations that will be served to address disparities in specific services.
* Basic understanding of and commitment to taking a person-centered, recovery-oriented, and trauma-informed approach
* Proficiency in Microsoft Office Suite. Google Suite knowledge a plus.
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| **Education and Experience:** | * Bachelor’s degree in Education or Human Services field and 2 years relevant work experience required. In lieu of degree, High School diploma or equivalent and 5 years relevant work experience required.
* Experience with teaching/instructional role required.
* Experience providing case management services, employment, career counseling, job training or other workforce development related services preferred.
* Experience with providing direct service to vulnerable populations in a human service setting required.
* Bilingual (Spanish) Required.
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| **Physical Requirements:****Work hours, Equipment used** | * Prolonged periods of sitting at a desk and working on a computer.
* Workweek: Monday – Friday between the hours of 8:00am to 4:00pm.Workweek: Monday – Friday between the hours of 8:00 am to 4:00 pm.

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| **Essential Personnel:****(Employee who is designated to work during a business closure or limited closure in order to meet operational requirements.)** | * No
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| **Accommodation and EEO:** | SFH is an Equal Employment Opportunity Employer is committed to a diverse and inclusive workforce where all staff can reach their fullest potential. We welcome – everyone who have lived experience of homelessness and/or recovery, and those who have faced historic barriers to competitive employment, in particular Black, Indigenous, and People of Color (BIPOC), and those who are multi-lingual or multi-cultural and members of the LGBTQ+ community. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties. |

This job description is subject to change and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

***Completed by Human Resources only:***

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| FLSA Status: [ ] Exempt [x] Non-exempt[x] Full-Time [ ] Part-Time; \_\_\_\_\_\_\_\_\_ Hours per week ***Salary Range: Low*** $49,200 per year ***Medium*** Click here to enter text.  ***High*** $54,120 per year***Job Tier: \_*** 5­**\_\_** |