



Partner Organization
Name/logo

READI Chicago: COACH

Position Description

Heartland Alliance coordinates READI (Rapid Employment and Development Initiative) Chicago, a network of community-based organizations on Chicago's West and South Side that engage individuals at the highest risk of becoming victims or perpetrators of gun violence in an 18-month wage-subsidized transition job (TJ) and cognitive behavior therapy (CBT) program, followed by up to six months of follow-up case management and coaching support. The goals of READI Chicago are to: decrease shootings and homicides among those at the highest risk of gun violence; create new opportunities for those same individuals to change their life trajectory and decrease their involvement with the criminal justice system; and help build infrastructure at the community level to promote long-term safety and opportunity in Chicago's most impoverished communities.

Under the direction of **INSERT PARTNER ORGANIZATION**, coaches are responsible for providing individual coaching, personal development and supportive case management to participants through a trauma informed and restorative justice lens; working collaboratively with the outreach partner staff; facilitating cognitive behavioral therapy groups, and; adhering to the READI Chicago model, philosophies and approaches, manuals and policies. Coaches will be excellent problem solvers, comfortable with conflict and facilitating conflict resolution interventions, be energetic and flexible, collaborative, and proactive team members who positively and productively support high-risk participants.

Duties

- Manage a caseload of approximately 15 READI Chicago participants:
 - o conduct weekly one-on-one coaching sessions with participants,
 - o facilitate the development of individualized participant plans to achieve goals; continually reassesses goals and progress toward goals with participant in weekly sessions,
 - o review daily feedback performance reports from Crew Chiefs and respond accordingly with participant,
 - o as directed by manager, visit crews at work sites to enhance understanding of participants' behaviors in various settings,
 - o develop and maintain referral relationships for a range of support services; connect participants to appropriate services as needed. Document disposition of appointments,
 - o serves as a general advocate for participants; provides mentoring and supportive case management services to participants in collaboration with Outreach partner
 - o provide job search assistance and support development of job search skills
 - o develop and lead work-readiness coursework and activities
 - o guide participants through transitional work experience and advancement opportunities



Partner Organization
Name/logo

- Become a trained facilitator for cognitive-behavioral group work; actively participate in CBT consultation and prep groups; facilitate cognitive-behavioral group sessions; enter participant daily feedback into appropriate systems
- Participate in professional development trainings including but not limited to trainings focused on principles of trauma-informed care, cognitive-behavioral therapy, motivational interviewing, conflict de-escalation, harm reduction, and other relevant concepts, and apply that knowledge on a daily basis
- As participants are ready to advance, work with participants to determine the advancement opportunities they want to pursue, and connect them with appropriate opportunities
- Perform assessments for participant career interests and aptitudes in order to match them with subsidized employment tasks, unsubsidized employment opportunities, and appropriate training
- Lead work-readiness and job search skills instruction, including “soft skills,” resume preparation, interviewing skills, job search techniques, and related topics at the appropriate time in the TJ experience (in alignment with participant’s career stage)
- As directed by manager, act as an intermediary between workers and employers when issues arise in the workplace
- Participate in participant case reviews
- Complete and submit all necessary paperwork, data entry, and reporting within 24 hours
- Works hand in hand with the outreach provider staff and the READI Chicago Community Project Manager to support participants’ success in READI Chicago.
- Support unsubsidized job retention efforts through participant follow-up contacts, check-ins with employers when appropriate, alumni visits and events
- As directed by manager, facilitate TJ Orientation.
- Other duties as assigned

Qualifications

- Bachelor’s degree in a relevant field of study such as social work or psychology required



Partner Organization
Name/logo

- Three to five years formal work experience performing case management, counseling/ coaching in a social service setting, preferably with formerly incarcerated individuals, opportunity youth, or similarly at-risk populations, required
- Excellent written and verbal communications skills; excellent organizational skills
- Skilled in Microsoft Office, Internet Explorer, Outlook/Exchange; Windows operating systems; and other commonly used software
- Knowledge of workforce development and employment services for chronically unemployed individuals or individuals experiencing poverty
- Knowledge of local ecosystem of support service providers preferred
- Basic understanding of cognitive-behavioral therapy, motivational interviewing, and trauma-informed care
- Commitment to the mission and values of READI Chicago, as demonstrated by a professional approach that is strength-based, trauma-informed, inclusive, and grounded in human rights
- Individuals with criminal records and other lived experience are encouraged to apply