



**TOTAL ACTION AGAINST POVERTY  
JOB DESCRIPTION**

**JOB TITLE:** SwiftStart Career Mentor

**COMPONENT:** TAP This Valley Works

**SALARY:** \$14.50 - \$16.00

**CLASSIFICATION:** Non-Exempt

**DEFINITION AND PURPOSE:**

The SwiftStart Career Mentor works with program participants to address barriers to training and employment, especially child care related barriers, so that participants can enter and complete intensive training programs to help them move into middle income jobs. Participant services include outreach and engagement, career planning, detailed assessment, barrier alleviation, preparation for training and employment, group and individualized career coaching and support, monitoring, and overall case management.

**ORGANIZATIONAL RELATIONSHIPS:**

Supervised by: Project Manager

Supervises: Interns (if available)

Coordinates with: Other TVW and NRCA staff, Head Start staff, WDB and One-Stop staff, Child Support Enforcement, etc.

**RESPONSIBILITIES:**

- Coordinates the implementation of two generation programming activities
- Provides regular updates to staff and partners, keeping them abreast of two generation initiatives
- Works with Head Start and WDB case managers to engage potential SwiftStart participants
- Works with other CAP programs (ex-offender, emergency assistance, housing, training) to engage interested parents of young children
- Facilitates groups of eligible applicants through a week-long orientation to professional employment that helps the Career Mentor better understand participant's capabilities and barriers
- Assesses participant's resiliency (Grit Scale) and ambiguity tolerance (Budner Scale)
- Assesses participant's individual child care needs and other barriers to build a resiliency plan (in collaboration with Two Gen Coordinators)

- Assesses participant's support network and connectivity to others in community
- Assesses participant's problem solving ability
- If participants have criminal backgrounds, assesses criminogenic tendencies (OST assessment)
- Uses the TABE and Career Scope information with participants to develop Individual Career Plans (ICP)
- Explains and has participants sign Shared Expectation Agreements (SEA)
- Builds close relationships with and provides extensive case management and other supports to existing and potential HS families
- Leverages Head Start's and Smart Beginnings' existing relationships with other child care providers that provide wrap-around care (in collaboration with Two Gen Coordinators)
- Provides access to and assistance with tuition or fees for child care services provided during training and job searching, including CCDF subsidies, charity-based sliding scale programs and state preschools (in collaboration with Two Gen Coordinators)
- Makes project funds available to assist participants addressing child care and other barriers not met through HS and CAP programs (in collaboration with Two Gen Coordinators and Program Director)
- Provides individualized mentoring, case management, and barrier alleviation to rapidly address emergent issues
- Helps build strong peer support among cohort members
- Taps into CAP agency programs in coordination with HS family development specialists
- Works closely with participants to ensure they secure and maintain reliable child care, including back-ups (in collaboration with Two Gen Coordinators)
- Meets with participants at least weekly, bi-weekly, then monthly (depending on need and stage of the program) to monitor progress and provide support (study skills, removing barriers, problem-solving)
- Starts new cohorts of 10-15 participants regularly through the program year
- Matches participants to appropriate training or work experience programs based on their interests/aptitudes and the availability of jobs in their targeted career track
- Facilitates cohort support groups that meet weekly at first to identify and deliver the needed supports. (TAP has abundant experience running such support groups and an arsenal of curricular resources to support group success)
- Provides individualized mentoring (minimum monthly contacts) to ensure participants make progress on their ICP
- Uses leveraged incentives to reward those who reach milestones
- Represents project on regional two generation committees
- Ensures that two generation data is entered into the databases, accurately and on a timely basis in order to support and present accurate presentation of two generation program data
- Monitor and assess results for two generation programs to ensure participant members are receiving high quality services and that SwiftStart services are actually helping participants become "better off"
- Provides hands-on case management services when necessary for participants

- Provides personal, educational, financial, and employment resources to participants and other staff
- Ensures participants reach a level of self-sufficiency
- Completes mandatory reports required by funding source, Project Director, and Director for This Valley Works.
- Participates in special events of the agency(ies).
- Performs other duties as assigned and required.

**TRAINING, EDUCATION AND EXPERIENCE:**

- Graduation from a four-year college and have at least 2 years related experience or an Associate Degree and significant related experience.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work effectively managing competing priorities in tight deadlines
- Ability to instruct adults in job seeking and retention skills, including resume writing and conflict resolution a plus.
- Interpersonal skills required.
- Well organized and possess written and verbal communication skills.
- Flexibility to work outside traditional work hours as needed
- Strong desire to see outcome driven results
- Ability to establish and maintain positive working relationships with senior management, staff, potential partners, and the community

**SPECIAL REQUIREMENTS:**

- Free to travel as necessary.
- This position requires the individual to be in the field and must have contact with the office staff and supervisor therefore an agency issued cell phone is necessary.
- Reliable transportation and a valid Virginia Operator's license with a good driving record for insurance purposes.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

*Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.*

TAP hires only U.S. Citizens and lawfully authorized aliens.

**Affirmative Action/Equal Opportunity Employer/Drug Free Workplace**  
*Bilinguals Encouraged to Apply*