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**TOTAL ACTION AGAINST POVERTY
JOB DESCRIPTION**

JOB TITLE: SwiftStart Two Generation Coordinator

COMPONENT: TAP This Valley Works

SALARY: \$16 per hour (\$33,280)

CLASSIFICATION: Exempt

DEFINITION AND PURPOSE:

To provide day-to-day coordination of participant services in partnership with career mentors. Work with case management staff from both New River Community Action, the Workforce Development Boards' (WDBs') one-stop operators and other partners to ensure that project outcomes are being met. To serve as a system navigator for both the child care and workforce systems for program participants and partner organizations. To ensure that information flows from the direct service staff through all of the partners to the management team. Provide additional case management and referral services for families who are not seeking training or child care financial support, but are otherwise part of the project client base. To assist the project manager with system improvement efforts for both the local child care systems and adult job training programs.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: SwiftStart Project Director

Supervises: Interns (when 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
- Coordinates recruitment and outreach efforts across partners and intake settings
- Determines initial eligibility and fit for SwiftStart participation
- If applicants do not possess high school degrees (or equivalent) or have not obtained the academic competencies needed to be successful in SwiftStart, then

helps facilitate the entry of ineligible applicants into a WIOA GED or skill-building programs

- Assesses individual child care needs and other barriers to build a resiliency plan
- Assists other project staff in the Career Readiness Orientation pre-training course
- Works closely with Smart Beginnings coalitions to maintain a current understanding of child care gaps in the community
- Uses embedded position at WIB One-Stops to assist potential SwiftStart candidates to navigate the workforce system, leveraging WIB resources to support participation in H-1B career track training
- If individuals are not accepted into SwiftStart, then refers individuals with children to other services to promote family well-being (child care, parenting, mental health, other workforce training, etc.)
- Leverages Head Start's and Smart Beginnings' existing relationships with other child care providers that provide wrap-around care (in collaboration with Career Mentors)
- 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 Career Mentors)
- Makes project funds available to assist participants addressing child care and other barriers not met through HS and CAP programs (in collaboration with Career Mentors and Program Director)
- Works closely with participants to ensure they secure and maintain reliable child care, including back-ups (in collaboration with Career Mentors)
- Transitions participants to sustainable child care strategies
- 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
- Monitors and coordinates incoming invoices, accounts payables and participant funding plans
- 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

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Revised: 8/14/2017