Title: CHW Pre Apprenticeship Education and Employment Coordinator

Summary:

The Pre Apprenticeship Education and Employment Coordinator is responsible for running HPP’s Pre Apprenticeship Workforce Development program for Homeless Prenatal Program (HPP) clients. As part of the Apprenticeship Department, the Pre Apprenticeship Program will provide 6 month job readiness, introductory Community Health Worker Training and Job Placement to participants in HPP’s intensive case management program, primarily Jelani house. The Jelani House Residential Program is an emergency housing project funded through the City of San Francisco and managed by the Homeless Prenatal Program. Jelani House provides a safe, stable living environment for up to 17 homeless pregnant and postpartum individuals in San Francisco.

The Pre Apprenticeship program will focus on preparing HPP clients for postsecondary education, employment in community health or the 16 month HPP Apprenticeship program. The CHW Apprenticeship is a state and federal apprenticeship providing paid 16 months on the job training to participants seeking to build a career in community health. The Apprenticeship includes enrollment in CCSF’s Community Health Worker Certificate Program. The Coordinator serves as a role model to the team by promoting a positive and professional demeanor and attitude towards clients, staff members, and employment partners.

Essential Duties and Responsibilities:

Essential Functions:

- Conduct job readiness workshops and professional development trainings for Pre Apprenticeship participants.
- Conduct training in community health worker fundamentals.
- Provide employment readiness, coaching clients through the process of preparing to secure permanent employment including resume and cover letter development, interviewing skills and reference development.
- Collaborate with Director of Jelani to design on the job training for Jelani participants.
- Collaborate with Intensive Case Management case managers providing integrated client care and professional development support for participants.
- Provide one-on-one job coaching, and complete job readiness assessments.
- Guide clients through the process of applying for, securing, and starting permanent employment.
- Cultivate relationships with existing and potential employers to develop opportunities for our job seekers.
- Engage clients in active participation.
- Contribute to the design and expansion of programming.
- Coordinate educational partnerships including CCSF and 5 Keys.
- Ensure CHW’s are enrolled in appropriate CCSF courses, help Pre Apprenticeship participants enroll in post secondary education as needed.
• Collaborate with the Apprenticeship Coordinator to ensure components across both programs are integrated.
• Provide back up coverage to Apprenticeship Coordinator.
• Provide barrier removal support and case management to CHW apprentices as needed.
• Complete all required documentation and reporting.
• Stay current on new resources, information, job development techniques that might benefit clients.
• Role model professional work behaviors at all times for clients.

Core Competencies:

All HPP Staff are expected to meet the expectations of our Core Competencies:

Accountability and Reliability: Shows up for the team, the clients, and the organization; takes responsibility for actions, and follows through on task and projects.
Collaboration: Helps colleagues as needed, views responsibilities as shared; Actively participates in agency-wide initiatives/efforts.
Communication: Uses effective written and oral communication with coworkers and community served; understands emotions of self and others, and responds with empathy.
Continuous Learning: Demonstrates curiosity and eagerness to learn and develop professionally.
Equity Mindset: Understands and is committed to goals of diversity, equity, and inclusion and fostering an inclusive environment; consistently centers equity in the organization’s work both internally and externally.
Proficiency in area of focus: Has skills and knowledge in role and area of focus.

Qualifications:

• Experience working with formerly homeless individuals or individuals with high barriers to employment required.
• Experience in employment services, social services, vocational counseling or equivalent experience preferred.
• Experience in motivational interviewing techniques strongly preferred.
• Demonstrated presentation skills to adult learners strongly preferred.
• Competency with PC based software including Microsoft Office.
• Excellent communication, planning and time management skills.
• Strong written and verbal skills.
• Demonstrated effective organization and facilitation skills.
• Ability to work sensitively and effectively with diverse populations.
• Ability to effectively engage clients with diverse experiences.
• Commitment to HPP’s mission required.
• Bilingual English/Spanish preferred.
• Completion of HPP’s CHW training program encouraged.
• Completion of CHW certificate coursework at CCSF encourage.d
• Understanding of, and commitment to, social justice, anti-racism, and HPP’s mission and organizational values.
• HPP recognizes the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual orientation, and disability. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.
**Physical Requirements:** This position requires the ability to work under stress and handle multiple project deadlines. The position may require moderate lifting. This position requires Covid vaccination and an annual tuberculosis screening.

**Work Environment:** Fast-paced, multi-cultural, collaborative work environment

**Hours:** 39 hours/week

**Reports to:** CHW Apprenticeship Program Manager

**FLSA Status:** Non-exempt

Please reply with Pre Apprenticeship Education and Employment Coordinator in the subject line to Jobs@homelessprenatal.org. Please include a resume and cover letter in your submission.

The Homeless Prenatal Program is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

About HPP:

The Homeless Prenatal Program is a nationally-recognized family resource center in San Francisco that empowers homeless and low-income families, particularly mothers motivated by pregnancy and parenthood, to find within themselves the strength and confidence they need to transform their lives. The agency serves over 3,000 families in-need annually, providing a variety of programs and services to help families become healthy, stable and self-sufficient.

Over three decades, HPP has grown to become a thriving family resource center with the mission: in partnership with our families, break the cycle of childhood poverty. The agency believes in a two-generational approach and partners with parents to address family needs during the transformative stages from pregnancy through kindergarten.

The first agency in San Francisco to hire former clients as staff, HPP’s evolution has been guided by the community it serves. More than half of HPP’s immensely talented staff of 100+ are former clients and/or come from the community the agency serves.