



### **Job Coach– High Volume Light Industrial Staffing**

First Step Staffing, the largest non-profit light industrial staffing agency in the United States, is looking to add to our team of Job Coaches/Recruiters. First Step Staffing is a high volume-staffing agency. The average pay rate for our assignments is \$10.75/hr. We plan to accept over 100 applications per week and currently have a workforce of close to 700 people. First Step Staffing opened its Philadelphia office on January 3, 2018. First Step Staffing currently has 30 customers in the greater Philadelphia metropolitan area and working to acquire new customers every day. Our primary mission is to end homelessness through employment. First Step Staffing collaborates with several nonprofit referral agencies in Philadelphia who send us ready-to-work applicants on a daily basis. We invest all of our profits back into supportive services for our employees. Transportation to and from work, job specific clothing and tools, and extensive on-going job coaching are a few of the services we provide.

### **DUTIES:**

- Greet applicants and assist them in completing the job application and intake forms during application sessions
- Ensure the applications are completed and coded properly
- Data entry, including entering applications into our database, scanning/attaching documents, documenting phone calls and etc.
- Facilitate orientations at our referral partner locations
- Track referrals from our community-based agency partners and enter data in a web-based system.
- Report on participants progress to referral partners
- Establish ongoing supportive relationship with employees and follow-up with them and community partners to ensure good job performance and job retention.
- Follow up with associates who are unassigned
- Request additional and/or targeted support activities as needed.
- Fill daily and short-term projects, temp/perm assignments and skilled placements by using our internal database and multiple job boards such as Zip Recruiter, Indeed, Craigslist, etc. as needed
- Other duties as assigned

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- Ability to work at fast pace environment and multitasked activities.

- Willingness to adhere to company policies and procedures and follow compliance requirements.
- Experience working with people from vulnerable populations such as homeless/recently homeless, ex-offender, and veterans.
- Proficient in Microsoft Office (Word, Excel, and Outlook.)
- Experience with web-based data systems, timekeeping systems i.e. Kronos Workforce desired.
- Excellent oral and written communication skills.
- Ability to work both independently and as a member of a team.
- Some related post-secondary education required; bachelor or associate degree in related field desired.

\*Salary range is \$30,000-\$40,000 per year

Please email resumes to: [infophilly@firststepstaffing.com](mailto:infophilly@firststepstaffing.com)