



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 \$9.00/hr. We plan to accept over 100 applications per week and currently have a workforce of close to 400 people. First Step Staffing opened its Philadelphia office on January 3, 2018. First Step Staffing currently has 25 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 partners with several 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:

- Recruit job candidates in the homeless, ex-offender, veteran and vulnerable adult populations from community partner organizations and local government/criminal justice agencies.
- Facilitate daily/weekly orientations, job readiness, and on-boarding sessions at headquarters and at local community partner agencies.
- Interview, screen, drug test candidates
- Demonstrate the ability to make hiring decisions based on job qualifications.
- Data entry including entering applications into our database, scanning/attaching documents, etc.
- Track referrals from our community-based agency partners and enter data in a web-based system.
- Establish ongoing supportive relationship with employees and follow-up with them and community partners to ensure good job performance and job retention.
- Communicate with staffing specialists, onsite employees, and referral partners on an on-going basis to resolve the job performance issues should they arise to ensure customer satisfaction.
- End assignments, coach employees when needed-
- 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.
- Design, plan and conduct hiring fairs onsite and at community partner locations.
- Other duties as assigned by the Executive Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Two or more years' experience performing job coaching, or job placement activities.
- Ability to work full time and be flexible with shift hours. Our staffing service is 24/7. There are nights and weekends when we have to work until all the jobs are filled.
- 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.
- Ability to establish and maintain effective working relationships with community partners, customers, and employees.
- Proficient in Microsoft Office (Word, Excel, and Outlook.)
- Experience in TempWorks Staffing Software desired.
- Experience with 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's or associate's degree in related field desired.

Please send resumes to: phillyinfo@firststepstaffing.com

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