



## **On-the Job Training (OJT) Coordinator– High Volume Light Industrial Staffing**

### **DUTIES:**

**First Step Staffing** (FSS) has an immediate opening for an OJT Coordinator in the Philadelphia, PA area. First Step Staffing is the largest non-profit light-industrial staffing agency in the United States. Founded in 2007 in Atlanta and now in Philadelphia, First Step Staffing currently employs over 2000 employees per week. First Step Staffing is on a mission to provide a path out of homelessness through work experience. First Step is a financially independent and self-sufficient social enterprise.

### **SUMMARY**

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.

- Recruit participants from the PA. CareerLink Centers in Philadelphia for FSS'OJT opportunities.
- Recruit job candidates in the homeless, ex-offender, veteran and vulnerable adult populations from community partner organizations and local government/criminal justice agencies who may be eligible for PA CareerLink services and see that they are registered.
- Facilitate daily/weekly orientations, job readiness, and on-boarding sessions at FSS' headquarters and/or at PA CareerLink Centers and local community partner agencies.
- Interview, screen, drug test candidates
- Demonstrate the ability to make hiring/ matching decisions based on OJT and/or job qualifications.
- Data entry including entering applications into our database, scanning/attaching documents, etc.
- Complete required documentation for Philadelphia Works, Inc. (PWI) such as job training plans, trainee information, and other documents as required.
- Track each participant enrolled in OJT as well as wage subsidy reimbursement payments from PWI
- 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 OJT and/or job performance and job retention.

- Communicate with staffing specialists, Job Coaches, 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.
- 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 training, coaching, or job placement activities.
- Ability to work full time and be flexible with shift hours, some evenings or weekends may be required.
- 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 web-based 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](mailto:phillyinfo@firststepstaffing.com)**

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