



JOB DESCRIPTION

VOCATIONAL SKILLS TRAINER

PATHWAY HOME 2 (PH2)

POSITION SUMMARY:

Deliver contextualized employer-driven industry-recognized credential training, pre-release High School Equivalency instruction, cognitive-based employment readiness training (“*Makin’ It Work*”), and additional reinforcement on workforce coaching on resume writing, interviewing techniques, conflict resolution, employability and job retention skills. Instruct classes on goal setting, workplace etiquette, cognitive skill development—decision making, time management, emotional intelligence, team building & interaction, planning/prioritization, flexibility, career exploration and job search skills.

ESSENTIAL JOB FUNCTIONS:

- Demonstrated ability to understand and assess participant training needs.
- Must challenge participants to improve their skills and attitudes about work while building confidence.
- Responsible for facilitating work readiness training, including workplace competencies, utilizing the cognitive-based “*Makin’ It Work*” curriculum for offenders.
- Responsible for career assessments, including coordinating with partner agencies for CASAS and adult basic education programs.
- Manage classroom environment and provide participants with relevant labor market information.
- Plan/design new training initiatives and related materials; set training objectives.
- Tailor existing training information to suit target audience.
- Serve as coordinator of vocational job skills training programs.
- Reevaluate material for ongoing effectiveness/remain current with employment trends.
- Provide instruction on employment retention skills.
- Provide constructive feedback to participants.

SKILLS AND ABILITIES:

- Demonstrated ability to successfully maintain a professional classroom/training environment.
- Ability to achieve 90% class-retention/graduation rate.
- Demonstrated experienced public speaker.
- Demonstrated ability to communicate effectively (both verbally and in writing).
- Must maintain thorough, detailed documentation and data input into MoJobs and MET Databases, weekly.
- Proficient in MS Word/PowerPoint/Outlook; MoJobs experience is a plus.

QUALIFICATIONS:

- Bachelor's Degree in Education, Business, Human Resources, Journalism, or related field and 3-5 years facilitation/training experience OR a combination of education and 3-5 years of full-time paid work experience as a Trainer.
- Demonstrated ability to work in a team environment.
- Demonstrated ability to complete various tasks and provide appropriate follow-up with participants, team members and management.
- Must demonstrate experience working in a demanding, fast-paced work environment.
- Must demonstrate excellent attention to detail.

The duties identified above are meant to describe the general nature and level of work performed; they are not intended to imply that these are the only duties. Employees will be required to follow other job-related instructions and to perform other duties as requested in compliance with state and federal laws. Job functions are performed on site and may be modified, as needed.