

## MARINERS INN

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<b>Title:</b> Workforce Development Officer/Social Enterprise	<b>Effective Date:</b> 07/08/2020
<b>Classification:</b> Non-exempt	
<b>Reports To:</b> Clinical Director	<b>Reviewed Date:</b>
<b>Status:</b> Full time	
<b>Supervises:</b> None	<b>Revised:</b>

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### RESPONSIBILITIES:

- Plans, develops, implements, and evaluates workforce development programs for individuals seeking employment, education and training services. This will include developing innovative business services strategies and providing education, vocational training and work readiness activities.
- Oversee development of assessment methods, curriculum, competencies for completion, business fee for service packages and program evaluation methods.
- Perform vocational and educational assessments for each residential client that encompasses educational level and job readiness.
- Facilitate weekly vocational groups including vocational skills, job search, resume, and interviewing skills.
- Provide job leads and assistance with employment skills for all residential clients.
- Assist clients with entering educational programs including GED, adult education, and college.
- All administrative duties including, but not limited to, creating contracts, maintaining budget, and scheduling workers for Social Enterprise; as well as requesting quotes, maintaining budget and maintaining licenses for all Mariners Inn programs and building
- Schedule all Social Enterprise jobs including providing invoices to customers and finding workers
- Develop relationships with community members that enhance our ability to provide employment assistance.
- Maintain positive relationship with customers and employers
- Transport workers to job site
- Seek new job opportunities for Social Enterprise jobs
- Maintain parking lot schedule and hire staff for parking (as needed)
- Order supplies and equipment, as needed
- Develop job skills, life skills, and soft skills group for RYPP and Residential consumers.
- Attend bi-weekly Clinical and RYPP Team Meetings, participate in regular in-service training sessions, and attend workshops, seminars, classes, etc., as needed or

as required by management to enhance personal growth and development while helping to meet the goals and objectives of the program.

- Other duties as assigned by the Clinical Director.

## **QUALIFICATIONS:**

- Minimum of Bachelor's degree in Human Services Field. Workforce Development preferred or Rehabilitation Counseling
- Minimum of one year's sobriety (if recovering).
- Training and experience in drug and alcohol treatment.
- Ability to meet the physical, mental and visual standards of the job.
- Valid Driver's License and ability to obtain a driver's clearance from the Michigan Secretary of State on an annual basis.
- Ability to meet the MVR criteria for driver's
- Valid 1<sup>st</sup> Aid/CPR certification
- Ability and willingness to work in a manner which will not needlessly endanger the safety of one's self, other persons and equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers, clients and the general public.
- Valid CPR Certification

***Cover Letter and Resume should be emailed to [humanresources@marinersinn.org](mailto:humanresources@marinersinn.org). Please submit your resumes no later than October 31, 2020. No hard copies via mail and/or faxed. Email attached materials only! Please type the position you are applying for in the subject line.***