



Job Title: Vocational Coordinator
Report to: Program Director
Hours: 1 FTE in Los Lunas
Salary: \$33,000 - \$35,000, plus benefits

Job descriptions are intended to present a general list of tasks/duties performed by employees. Job descriptions are not intended to reflect all duties performed within the job. Nothing in this job description forms or is intended to form a contract of employment. Employment with Crossroads for Women is at will.

POSITION SUMMARY

The Vocational Coordinator is responsible for ensuring the overall effectiveness of vocational services at The Pavilions, a program of Crossroads for Women. This position requires a high degree of independent decision-making. The Vocational Coordinator plans and oversees Vocational Program development and administration as part of ensuring the integrity and success of the Vocational Program and services. Collaborates with staff on multiple aspects of vocational services including direct provision of vocational assessment and treatment plan review with clinical team. Develops relationships with prospective employers in the provider and business community. Responsible for grant compliance and monthly reporting in area of vocational services.

REQUIREMENTS

1. Bachelor's degree and a minimum of 2 years working professionally in a related field. Six years of directly related employment experience in lieu of education.
2. Experience in the provision of vocational training, assessment, counseling and coaching.
3. Strong attention to detail, well organized and a commitment to treating others with respect.
4. Must be proficient in the following administrative areas: meeting facilitation skills; utilization of Microsoft Office applications (Word, Excel, and Access); and written and verbal communication skills.
5. Willing to work to support the overall mission of the organization.
6. Ability to work effectively in a rapidly changing, multi-task, crisis oriented environment.
7. Ability to work independently and as part of the team to ensure that the highest quality and most relevant aspects of the job and services are provided to clients.
8. Knowledge of community resources, with particular emphasis on vocational, educational and disability programs.
9. Conduct relationships in such a way as to promote mutual respect, public respect, and improvement of services.
10. Provides services including crisis intervention and emergency services, ongoing assessment, develops treatment plan in conjunction with appropriate staff members and client including discharge planning.
11. Provides support and encouragement for clients in fulfilling treatment plans and achieving goals.
12. Has an understanding and appreciation for the principles of trauma treatment and trauma informed care, harm reduction, and strengths based substance abuse and mental health recovery.
13. Must demonstrate a commitment to treating others with respect.

14. Ensure services comply with service goals and objectives, organization mission and philosophy and the parameters of Federal, State and local funding and agency guidelines.
15. Ability to adhere to strict standards of confidentiality.
16. Must possess a valid New Mexico driver's license, a clean driving record, and proof of insurance; able and willing to travel locally as needed.
17. This position is subject to Criminal Background Check (post-offer).

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit for long periods of time. This position requires long periods of computer usage including typing and viewing a monitor. The employee frequently is required to use hands, fingers to handle and feel. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job may include close vision, distance vision, and depth perception. Speak and hear face to face. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties and Responsibilities:

PROGRAM OVERSIGHT

1. Provides vocational services to assigned Crossroads clients including vocational assessment, counseling, plan development, placement, and support in maintaining placements and transportation of clients for vocational services when needed.
2. Develops expertise in accessing other vocational programs and services in the community, interacts with those agencies, and develops contacts and/or protocols for effectively working with other agencies.
3. Designs and implements vocational training and resources for the day program and day program site in coordination with day program staff.
4. Participates in the development of vocational programming including the design, development, and implementation of new program components.
5. Represents the agency in the provider community and the broader community in the area of vocational services.
6. Participates in Crossroads activities including meetings, special events, fund raising activities, and others.

CLINICAL

1. Meets with all new clients within first thirty days to conduct and initial assessment of vocational needs and goals.
2. Participates in development of treatment plan including the development of on-going goals and objectives relating to vocational and educational needs of clients.
3. Documents case progress of assigned clients through case notes and monthly reporting.
4. Maintain accurate documentation systems/data base which assures compliance with program process, objectives and reporting.
5. Develops job opportunities in the community for placement of assigned clients.
6. Accompanying clients to appointments as needed.
7. Facilitates weekly vocational groups in residential and nonresidential settings.
8. Actively problem solves and coaches clients who encounter challenges in areas such as employment, returning to school and understanding disability benefits.

9. Assists clients in exploring their vocational options; works to decrease or eliminate obstacles to gainful employment, trainings or return to school.
10. Coordinates vocational services with clinical staff.

ADMINISTRATIVE

1. Ensures the maintenance of case files, referrals and other related documents for the treatment of clients. Ensuring compliance with agency requirements and meet or exceed state, federal or agency clinical standards.
2. Attends training and staff meetings, as required.
3. Attends community meetings and committees on behalf of and in support of Crossroads as assigned by the Clinical Director or the Executive Director.
4. Abide by confidentiality standards required by Crossroads, State and Federal statutes.

REPORTING REQUIREMENTS

1. Prepare daily/monthly/quarterly/annual reports and documentation as required and in a timely fashion to meet funding and agency requirements.
2. Maintain accurate records and other documentation of client care services and activities in accordance with agency standards including; case notes, client surveys and outcome data.

OTHER

1. Ensures that facility is a safe and protected environment including developing and implementing appropriate procedures for handling day-to-day and crisis related situations.
2. Contributes to the management of donations, including greeting donors, receiving the donation and ensuring that a donation receipt form is completed.
3. Contributes to the daily operations of the agency as needed which includes group meal preparation and cleaning.
4. Other duties as assigned and relevant to the success of the mission of

Crossroads for Women is an Equal Opportunity Employer. If interested please email your resume, cover letter and three professional references to: employment@crossroadsabq.org or send the same to Crossroads for Women, Attn: Employment, 805 Tijeras NW Albuquerque, NM 87102.