Position:
Mobility Pathway Coach

Reporting to:
Program Director

Summary:
The Mobility and Pathway Coach is responsible for assisting program participants in making decisions on how to attain their professional and personal goals. The Mobility Coach serves as a mentor and counselor giving support and guidance along the pathway to economic self-sufficiency and empowerment. The Coach will help participants establish priorities and life goals and support and monitor participants as they move towards their goals. The Mobility Coach will also support the Employment Placement Specialist in their role of providing job placement and follow-up services for program participants.

Essential Duties and Responsibilities:
• Work one-on-one with assigned program participants to help establish “individualized life goals” and map out strategies to complete each goal (includes career, educational, financial, health, and family goals).
• Evaluate individual participant actions and situations to detect any barriers that would hinder stable employment.
• Assist in monitoring employment progress of participants who secure employment positions and advocate as needed with employers to increase job retention rates.
• Provide participants with individualized counseling and guidance to increase job placement and job retention rates.
• Assist Employment Placement Specialist in providing monthly support groups for participants who have secured employment to address issues/barriers that may hinder full engagement in work, school and/or family.
• Document participant progress and maintain participant files and reports.
• Maintain participant attendance data and submit weekly time sheets and other required documentation to MDHS case management staff as needed and requested for TANF to Work program participants.
• Ensure all participants adhere to program policies, guidelines and expectations; this includes MDHS TANF Work Program and Prosperity Center guidelines.
• Work in collaboration with all Prosperity Center staff to give each participant individualized and comprehensive support on their journey to economic self-sufficiency and empowerment.
• Maintain supplies, materials and resources needed to support program area to ensure continuous delivery of services.
• Other duties as assigned by supervisor.

Minimum Requirements:
• Proficiency in Microsoft Office to include Word, Excel, PowerPoint and Publisher
• Ability to communicate effectively both verbally and in writing
• Ability to work with challenging individuals and situations a must
• Experience in conducting group workshops and able to facilitate engaging learning activities to motivate adults and meet group and/or individual needs.
• Ability to meet deadlines and work independently as well in a team environment
• Demonstrated knowledge and ability to effectively refer and connect participants to appropriate community resources and services.
• Experience in case management, mentoring and client motivation.
• Desire to work in a community, place-based setting a must.
• Flexible work schedule required; may include some evenings and weekends.

**Education and/or Experience:**
Bachelor's degree (B.A.) in social work, counseling, education, psychology or related field required and at least three-years experience in counseling, training or a similar profession. Working knowledge of employment issues faced by TANF and low-to-moderate income populations desired. Knowledge and experience in addressing family issues in a human service setting an added benefit.

**Please submit cover letter and resume to:**

Ellen Collins, Director  
The Prosperity Center  
215 McTyere Avenue  
Jackson, MS 39202  
601.355.5536

**Please email your information to:**  [ellencollins@midtownpartners.org](mailto:ellencollins@midtownpartners.org)

*The application process will be open until the position is filled.*