



POSITION ANNOUNCEMENT

Date of Notice:	March 27, 2024	Closing Date:	When filled
Name of Position:	Program Assistant	Status:	Full-Time/Non-Exempt
Respond to:	Pathfinders 4200 N. Holton Street, Suite 400 Milwaukee, WI 53212	Email Address:	hr@pathfindersmke.org

Job Purpose and Reporting Structure:

Under the direction of the Supported Housing Program Manager, the Program Assistant for Employment and Education offers trauma informed assessment, experiential learning, and community resource navigation to participants prioritizing employment goals and receiving housing case management. This position helps participants increase their job readiness, workplace soft skills, and job retention. Helps participants develop problem solving skills, reduce income barriers, and improve self-esteem. This position offers supportive services to youth receiving housing case management and accessing Pathfinders services

Essential Duties:

1. Connect with community partners to recruit and screen potential youth participants based on eligibility criteria, including offering information/abling sessions.
2. Orient new youth members into the Supportive Housing via intake assessment.
3. Conduct youth participant initial screening and trauma informed assessment of job readiness, strengths, and barriers within a holistic, family development model and establish Individual Employment Plans with participants. Monitor plans regularly.
4. Assist youth participants with income and employment through focused trauma informed case management and work-based learning experiences.
5. Support participants at Employment or Education site, and provided necessary schedule adjustments.
6. Work with participants to reduce employment and education barriers and risk factors. Refer to, advocate with and coordinate community resources.
7. Provide participants with support services to reduce barriers to employment and ensure accurate documentation of support services.
8. Teach life and soft skills (including but not limited to family planning, time management, communication, conflict resolution, interpersonal relations, and job search) in groups, and during individual case management and site-based support.
9. Enter participant records into database, update and maintain data on regular basis.
10. Provide review and coordination of youth's employment and education needs internally and externally, to support youth housing goals.
11. Other duties may be assigned.

Requirements:

- Education generally equivalent to a Bachelor's degree in the human services field is preferred. Youth worker certification is required but can be obtained after hire.
- Experience working with a diverse population of adolescents and young adults within a nonprofit setting is also required.
- Must have excellent communication and interpersonal skills, and be able to maintain privileged client information.
- Proficient in *Microsoft Word*, *Excel*, and *Outlook* computer programs is required.
- Must be willing to work a flexible schedule of morning, afternoon and evening hours as program operation dictated.
- Must be able to work both independently and as part of a team within the parameters of the program, and to work in a changing environment where there is frequent exposure to stressful/crisis situations.
- Must have a valid WI driver's license, reliable vehicle, and proof of auto insurance.

Additional information:

Starting salary range \$40,000 - \$45,000. Excellent benefits package includes health/dental, short- and long-term disability insurance, life insurance, 403b, and generous paid time off plan. Opportunity to join a caring and committed team of professionals.

Response:

Send letter of interest, current resume, and salary expectations via email to hr@pathfindersmke.org. Organizational information can be found at www.pathfindersmke.org. **No phone calls will be accepted.**

An Equal Opportunity Employer - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve