

Center for Economic Empowerment & Development
Job Description

Job Title: **New Choices Director**
Reports To: **Executive Director**

Preferred Education & Experience: Bachelor's Degree from an accredited school of Social Work and one year directly related experience; or a four year degree in a human services field and one year of directly experience in career development and casework or work experience commensurate with scope of work and responsibilities.

Director of New Choices

The Director of New Choices reports to the Chief Operations Officer of CEED and is responsible for developing, coordinating and managing the marketing, recruiting orientation, intake, eligibility, advising and enrollment procedures and systems for the Program. This is a non-exempt, professional position.

Scope of Work

The Director of New Choices works with minimal supervision and self-direction to complete goals and objectives as established by the Executive Director of CEED and the Board of Directors of CEED. The director is the primary contact for the New Choices program, handling inquiries from prospective, current and former clients.

Responsibilities include:

- Work directly with homeless, low-income, and displaced homemaker populations on job readiness/training, education/career counseling and goal-attainment.
 - Interview clients to determine eligibility for program and other forms of needs assistance
 - Determine and clarify clients interest, abilities, skills, and/or needs for continued counseling, education, and training within the agency and the community by planning, administering, interpreting, and applying results of career, interest, aptitude, and skill assessments; Assist clients in assessing their needs and skill levels and to create goals and objectives; provide career counseling, education assessments, family and health concerns, and goal planning reviewing community resource and strategies for good career and life decisions
 - Develop with clients a workable employability plan so that clients can attain career goals by interviewing them to determine and assess employment history, training, education, and career goals; and informing clients of labor market and trends
 - One-on-one resume assistance
 - Providing information and referrals to populations in need
 - Client follow-up
- Community Outreach

- Develop Community Outreach contacts and seek collaborations with other agencies; participate in community events, be available as guest speakers at outside agencies, find new community resources, network with those in the community (agencies, businesses, other nonprofits) to promote the goals of the program. Attends monthly meetings of other agencies/nonprofits in order to keep up to date on what is available.
- Conduct monthly program reviews
 - Conduct monthly New Choices Advisory Committee meetings
 - Create monthly reports to Board of Directors and granting agencies
- Apply for grants and continued funding
 - Maintain all reporting requirements from funding sources.
- Conduct Classes (Resume, salary negotiation, interview skills)
 - Organize and present job readiness workshops and develop other support services tailored to meet the unique needs of the New Choices program; work with other organizations that offer services that support the needs of our clients; provide ongoing support to CEED.
- Supervise social worker students, interns and volunteers

The worker in this position must be human-services oriented and possess the ability to interact well with directors, co-workers, clients, and ability to work in a team environment is essential.

Send resume with cover letter to info@nceed.org.