



Topeka Rescue Mission Ministry Position Description

Position Title: Career Readiness Education (CaRE) Program Instructor

Location: The Children's Palace, 601 NW Harrison Avenue

Reports to: Deputy Director, Transformational Services

Revised Date: June 2024

Department Verse:

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29:11 (NIV)

SUMMARY OF RESPONSIBILITIES:

The incumbent in this ministry position oversees and manages TRM's eight-week, Career Readiness Education (CaRE) program to assist unemployed and underemployed guests and community members to obtain suitable and sustaining employment to meet their career and personal goals. The incumbent is responsible for teaching relevant job readiness topics and strategies for skill development and career exploration. The incumbent will also serve as a job coach and mentor to provide encouragement, motivation, and emotional support throughout the job search and career exploration process, while helping individuals overcome challenges or barriers to employment.

The incumbent will develop and maintain working relationships with TRM supervisors, case managers, business, and community partners to promote the CaRE Program, for participant referrals, and to identify resources, services, and employment and internship opportunities. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with guests and visitors of the Topeka Rescue Mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, implement, and facilitate the CaRE Program curriculum.
- Monitor, track, and report data for effective and efficient grant reporting regarding participant program completion and employment.
- Assist participants to develop and enhance job skills and how to effectively communicate those skills and abilities throughout the job search process and in the workplace.
- Assist individuals in exploring various career paths based on their interests, skills, and qualifications using assessments, discussing career goals, and providing information about different job industries and roles.
- Assist participants in setting personal and career goals. Help participants job search based on skill set, provide feedback on resumes and cover letters, and provide job interview assistance.
- Assist individual participants, including those with disabilities, determine a suitable career path and discover how best to pursue opportunities. Connect participants with needed services to become job ready that can further support their career goals.
- Establish relationships with employers and TRM supervisory staff in order to connect participants with potential employers for internships and employment.
- Build and maintain community workforce development partnerships (Workforce Center, etc.)
- Research and implement certificate training for participants based on industry demands (such as Adult CPR/First Aid, OSHA-10, ServSafe, WorkReady, etc.)
- Assist TRM Employment Specialist to identify appropriate and high demand job opportunities by attending hiring events, career fairs, and community resource fairs.

- Assist Employment Specialist with counseling participants concerning personal or work-related challenges they may be facing during their internship and employment (Example: Conflict with co-worker or supervisor, attendance, substance abuse issues, etc.).
- Motivate, inspire, and encourage participants to help them identify their strengths and key areas in which there may be a need for change or improvement for personal and job success.
- Assist the Deputy Director of Transformation Services, as needed. Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in social services, education, human resources management, business management, or a closely related field.
 - Experience may be substituted for education, as determined by TRM.
- 2-4 years in ministry education
- 2-4 years' experience working with at-risk populations (low income, inmates, homeless, generational poverty, etc.)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of employment readiness and career development programs
- Knowledge of and proven experience in working with at-risk populations, specifically with persons experiencing homelessness
- Knowledge of grant management and specifications for program operation
- Leadership, planning and organizational skills
- Personal integrity, strong interpersonal, and relationship building skills
- Ability to teach, develop curriculum, and lead groups
- Effective verbal and written communication skills
- Knowledge of Microsoft programs; data entry and word processing skills
- Problem-solving and critical thinking skills
- Ability to develop and empower participants to succeed
- Ability to collaborate, create positive connections, and network with agencies regarding the program and participants
- Ability to share the love of Jesus Christ with others in all communication and interactions involving both words and actions, rooted in genuine care, compassion, and mutual respect

LICENSES AND CERTIFICATIONS:

- Valid driver's license

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Must be able to work in all conditions including, but not limited to inside desk work, outside outreach in various weather conditions, one-on-one and group engagement.
- Must be able to lift 30 pounds, walk, bend and stoop.

RESPONSIBLE FOR CARRYING OUT THE FOLLOWING ASPECTS OF MINISTRY:

- Personally, seek first the Kingdom of God and His righteousness. -Matthew 6:33
- Love the Lord your God with all your heart, soul, and strength. -Matthew 22:37
- Love your neighbor as yourself. -Matthew 22:39
- Show love, compassion, and mercy to all. -John 13:34, 1 John 3:17, Matthew 5:7
- Love unconditionally. -1 Corinthians 13:7
- Encourage others. -1 Thessalonians 5:11
- Intentionally share the Gospel of Jesus Christ. -Matthew 28:19
- Pray for those in need. -James 5:16
- Daily display the fruit of the Holy Spirit: love, joy, peace, patience, gentleness, goodness, faith, meekness, self-control. -Galatians 5:22-23

- Put others before yourself. -Philippians 2:3
- Laugh often, even in the face of difficulty. -Proverbs 17:22
- Attend designated staff and prayer meetings. -Hebrews 10:25