



**Job Title:** Workforce Development Coordinator  
**Status/Classification:** Full-time, Non-exempt  
**Supervisor(s):** Director of Supportive Services and Resident Engagement

**Agency Description:**

The San Francisco Housing Development Corporation (SFHDC) is a 501(c)3 non-profit corporation formed in 1988 by primarily San Francisco African American community leaders who were interested in combating the widespread displacement of residents through ‘redevelopment programs’ that disproportionately affected African Americans and other people of color. Focused on serving people of color, our mission is to foster financial stability through the development of affordable housing, the facilitation of homeownership and the economic empowerment and revitalization of Bayview Hunters Point and other neighborhoods of Southeast San Francisco.

**JOB DESCRIPTION**

**Summary:**

The Employment Program Coordinator will develop and maintain a workforce development program for the residents of Westbrook Apartments, a current public housing site that will transfer to private management and undergo renovation in mid-2016 through the Rental Assistance Demonstration (“RAD”) Program. The housing and offices are located in the Bayview Hunters Point area of San Francisco. This new position will provide residents with individualized employment services, including but is not limited to: skill and experience assessment; identification of potential careers or employment opportunities; coaching and referrals for employment opportunities; delivery of workshops and/or training activities for participants including job readiness; development of relationships and engagement with community employers; all other activities relating to assistance in permanent employment for participants. It is anticipated this position will be funded for a minimum of 2 years, and may turn into a permanent position if funding is available.

**Duties and Responsibilities:**

- Develop and maintain relationships with employers that promote the hiring of referred residents.
- Maintain an active caseload of participants and employers (account management).
- Achieve projected employment outcomes on a monthly basis as determined in work plan.
- Monitor participants’ progress towards employment obtainment, and assist in preparing individuals for employment.
- Conduct extensive job preparation, including skills assessment, resume development, job search, interview preparation and job retention.
- Provide comprehensive on and off-site job retention services and periodic follow-ups with participants.

- Participate in the planning and implementation of activities designed to promote the hiring of residents.
- Keep accurate and up-to-date records and information on residents, employers, placements and all related data.
- Report progress, outcomes and activities on a scheduled basis.
- Provide scheduled employment workshops to residents in a group or individualized setting.
- Assist in developing worksites for the placement residents in a Work Experience employment site.
- Collaborate with assigned staff and partners on participant needs
- Maintain an in-depth knowledge of local labor market and employment trends.
- Other duties as assigned by Director of Supportive Services and Resident Engagement.

**Qualifications:**

- A Bachelor's degree in Social Work, Psychology, Sociology, or other human services field of study.
- Three (3) years or more of experience in case management, career counseling, assessment, vocational evaluation and similar vocational development activities.
- Experience with programs in the Bayview Hunters Point, San Francisco area, or another area with similar demographics.
- Experience providing career advising and case management to persons with high barriers to employment (i.e., poverty, welfare dependence, limited English ability, ex-offender status, age) is highly desired.
- Bilingual (any of the following: Spanish, Samoan, Mandarin, Cantonese) preferred
- Ability to maintain accurate client files and impeccable documentation.
- Excellent written and oral communication skills.
- Strong organizational, detail oriented, and time management skills
- Proven ability to work independently, effectively as an individual and part of the team (this position's supervisor is off site, requiring weekly supervision meetings).
- Strong computer, communication and organizational skills.
- Reliable transportation, proof of a valid and current California Driver's License, current auto insurance and an acceptable DMV report are required.

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. SFHDC reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

**The San Francisco Housing Development Corporation  
is an Equal Opportunity Employer/Drug Free Workplace**