



CARECEN

Central American Refugee Center

The Central American Refugee Center (CARECEN) is a non-profit that has served the immigrant community on Long Island for four decades through legal services, community education and advocacy. We seek an engaging community leader to fulfill the Healthcare Job Coach role as a member of our Community Programs team. The Healthcare Job Coach is a full-time, hourly, non-exempt position.

Overview of the Role

The Healthcare Job Coach will provide job training and placement support to immigrants from a variety of cultural and professional backgrounds who are looking to become employed or improve their employment in the healthcare field. The job coach will work closely with the Job Coach Coordinator and other members of CARECEN's Community Programs Team as they connect immigrants to workforce development resources, support them through the job seeking process, and provide vital post-placement follow-up.

Primary Duties

- Devise, plan and implement job coaching strategies
- Collaborate with CARECEN's Community Programs Team to create workforce development services by managing a multi-faceted workforce program, coordinating with team members to offer effective workforce workshops, resources, and support to the community
- Conduct individual and organizational outreach to potential program participants
- Work with program participants to establish individualized workforce development work plans
- Connect program participants to workforce development programs and services
- Monitor progress of program participants through regular follow-up
- Develop regional employer network and develop partnerships with regional employers, especially those hiring in the healthcare field
- Manage administrative tracking of workforce program, including tracking clients information, client progress, program deliverables, and more

Qualifications and Requirements

- Excellent interpersonal, written, and verbal communication required
- English and Spanish fluency required
- Prior experience with workforce development programs a plus
- Prior experience in the healthcare industry a plus
- A strong knowledge of job candidate best practices
 - Including but not limited to: resume writing and design, cover letter writing and design, job application best practices, interview best practices, job search best practices, healthcare workers certifications and credentialing.
- A working knowledge of employment search engines and sites
 - Ex: LinkedIn, ZipRecruiter, Indeed
- Ability to inspire and motivate participants, as well as identify talent and ability that might be otherwise hidden

Home Office: Hybrid / based out of CARECEN's Hempstead and Brentwood offices

Supervisor: Job Coach Coordinator

Compensation:

- \$23 to \$28/hour
- Full medical, dental, vision and pet insurance (up to \$1,050/month employer-paid premiums)
- 21 PTO days, 5 health/wellness days and generous holidays each year
- 401(k) matching
- Life insurance
- Disability and paid family leave insurance
- Staff-selected, employer-paid professional development opportunities

How to Apply: Send a detailed cover letter explaining why this job would be the perfect fit for you, your resumé/CV, and three (3) references to jobs@carecenny.org with "Healthcare Job Coach" included in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, persons of color, LGBTQ and persons from traditionally marginalized groups are encouraged to apply.