



Join the MassHire Greater New Bedford Team!

Equus Workforce Solutions

Career Coach

- New Bedford, MA, USA
- Full-time
- Job Title: Career Advisor (800017)
- Schedule: First Shift
- State Location: MA
- Compensation: USD 26 - USD 27 - hourly

Company Description

We help job seekers and career changers prepare for and advance in careers with a focus on sustainable, high-growth, high-demand industries. Our committed and well-trained workforce professionals deliver comprehensive workforce solutions at integrated career centers, sector-focused centers and community, and partner sites.

Job Description

Position Summary

The Career Coach provides comprehensive case management, career coaching, and job readiness services to individuals seeking employment and training opportunities. This role supports participants from initial referral through employment placement and long-term retention, with a focus on helping individuals achieve self-sufficiency and economic stability.

The Career Coach manages a caseload of participants and provides counseling, mentoring, and structured workshop facilitation. The role integrates individual coaching and group instruction to ensure participants are prepared for and successfully transition into employment.

Key Responsibilities

Case Management and Career Coaching

- Manage a caseload of participants and provide counseling, guidance, and mentoring
- Assess participant competencies, work history, educational attainment, skills, and abilities
- Identify barriers to employment and support participants in developing solutions
- Conduct regular one-on-one meetings to support job search, education, job readiness, and retention
- Monitor participant progress throughout the program and support long-term self-sufficiency

Employment Planning and Participant Engagement

- Complete an individualized overview of available services and develop employment plans with participants
- Establish short- and long-term employment goals
- Ensure participant accountability and attendance
- Maintain ongoing contact to support job retention and advancement
- Maintain knowledge of local employers, resources, and services

Workshop Facilitation and Job Readiness

- Facilitate job readiness workshops and career preparation sessions in a classroom setting
- Deliver instruction on resume development, interviewing, and workplace readiness
- Improve participant job readiness through group and individual instruction
- Coordinate instruction in an organized and professional manner
- Introduce tools and resources to support participants' career readiness
- Develop a pipeline of job-ready participants for employer engagement

Employment and Retention Support

- Provide information on available jobs and training opportunities that lead to advancement
- Coordinate with employer-facing staff to support participant placement
- Maintain scheduled follow-up contact to assess employment retention and advancement
- Track and maintain employment retention goals
- Notify appropriate agencies when a participant experiences job loss or reduced hours

Documentation, Reporting, and Compliance

- Prepare, organize, and maintain accurate and up-to-date participant records in both electronic and paper files
- Maintain documentation reflecting the full history of participant engagement, including supportive services
- Track participant progress, employment outcomes, and retention milestones
- Ensure all records meet program requirements and support reporting and compliance

Coordination and Collaboration

- Facilitate access to training, education, and employment services
- Collaborate with internal staff, employer partners, and community organizations
- Maintain awareness of labor market trends and employment opportunities
- Work effectively as part of a team to support program goals

Qualifications

Core Competencies

- Strong interpersonal, coaching, and customer service skills
- Ability to work effectively with individuals from diverse cultural, linguistic, educational, and economic backgrounds
- Experience facilitating workshops and working in a classroom setting
- Strong organizational and time management skills
- Effective verbal and written communication skills
- Ability to manage multiple priorities and maintain attention to detail

Qualifications

- Associate degree from an accredited college or equivalent work experience required
- One to three years of experience in workforce development, case management, or a related field preferred
- Demonstrated experience working with diverse and high-barrier populations
- Familiarity with local communities, employers, and available resources preferred
- Excellent customer service skills
- Bilingual or multilingual skills (Spanish preferred) highly desirable

To Apply:

<https://smrtr.io/zs8Wp>