**HAMPDEN COUNTY SHERIFF’S OFFICE**

**JOB DESCRIPTION**

#### Career Advisor/Job Coach for MassSTEP Culinary Arts/HSE Program

**(Per-diem, grant funded)**

**Job Description:**

In this DESE grant funded position (9 hours/week for 50 weeks), the Career Advisor/Job Coach is responsible for recruiting, screening and interviewing prospective students for participation in the MassSTEP Culinary Arts/HSE Program at the Western MA Recovery and Wellness Center. The Career Advisor/Job Coach will provide group and individual advising to students regarding work readiness skills, monitoring attendance and participation in the program and working with the Employment Team from AISS. The Career Advisor/Job Coach is responsible for assisting students with a Career and Education Plan, completing resumes for students, and conducting follow up phone calls with released students to determine work status, and engaging our employment partners and community partners to speak to the students involved in the MassSTEP Culinary Arts/HSE program. The Career Advisor/Job Coach will assist the AE instructor with pre/post MAPT testing, student booklets and graduation projects. MassSTEP cycles run August through December and March through June. The Career Advisor/Job Coach will facilitate workshops and one-on-one sessions with students five hours per week; additional time is for prep, paperwork/report writing, and required professional development. Evening and some Saturday hours required.

**Qualifications:**

* Bachelor’s Degree in related field with two (2) or more years of experience as an Advisor/Job Coach in an Adult Education or correctional education program required. Bilingual skills are desirable (English/Spanish).
* Ability to develop a strong professional relationship with students concerning career planning and goal attainment leading to employment and/or post-secondary enrollment
* Excellent computer skills; thorough knowledge of the Microsoft Suite of Applications
* Must complete or have completed the Art of Advising Parts I and II offered through SABES

**Salary:** $30.00 hourly (not to exceed 450 total hours)

**Work Schedule:** Monday/Wednesday (5:00 - 8:00 pm workshop/advising times)

Saturday hours as needed; flexible prep time before or after class time TBD

**Send resume and cover letter by September 18, 2023 to:**

[**recruiting@sdh.state.ma.us**](mailto:recruiting@sdh.state.ma.us) **or mail to**

**Hampden County Sheriff’s Office**

**Human Resources Office**

**627 Randall Road**

**Ludlow, MA 01056-1079**

**Applicant subject to background investigation, drug screening and medical clearance**

*The Hampden County Sheriff’s Office proudly supports equal opportunity for all people, regardless of race, color, religion, gender, age, national origin and any other category protected by law.*