



EDA Recompete – Eastern Kentucky Workforce Training and Support Network - Intake Coordinator

Shaping Our Appalachian Region (SOAR) is hiring a full-time position to execute intake activities related to its Eastern Kentucky Workforce Training and Support Network (WTSN) component project under its Phase II application to the EDA Recompete Pilot Program. This role will be responsible for conducting comprehensive assessments of prime age individuals seeking to re-enter the workforce, gathering information about their skills, goals, challenges, and plans, and advancing them to Training Plan Coordinators. This is a grant-funded position serving 12 SOAR counties: Bell, Floyd, Harlan, Johnson, Knott, Knox, Leslie, Letcher, Magoffin, Martin, Perry, and Pike. Priority will be given to applicants residing in or within close proximity to any of these 12 counties.

This position will report to the Recompete WTSN Project Manager.

Duties and Responsibilities

1. Conduct initial intake interviews with prime age individuals interested in participating in the *Eastern Kentucky Runway*, establishing rapport and building trust to create a supportive and non-judgmental environment.
2. Administer assessments and screenings to evaluate clients' skills, abilities, interests, and challenges related to employment, using standardized tools and techniques as advised by project management.
3. Gather information about clients' employment history, education, training, certifications, and other relevant background information to assess their readiness and suitability for various job opportunities.
4. Explore clients' career goals, aspirations, and preferences, as well as any barriers or obstacles they may be facing in re-entering the workforce.
5. Document all client interactions, assessments, and referrals accurately and thoroughly in SOAR's CRM, ensuring compliance with confidentiality and privacy policies.
6. Collaborate with other team members to coordinate services and support for clients and ensure continuity of care.
7. Stay informed about current trends, best practices, and resources in workforce development, adult education, and employment services, and incorporate relevant insights into client assessments and referrals.
8. Participate in team meetings, trainings, and professional development activities to enhance your skills and knowledge and contribute to the overall effectiveness of the Workforce Reintegration Program.

Expectations

1. Passionate about economic and community revival in Eastern Kentucky.

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2. Strong interpersonal and communication skills, with the ability to establish rapport, build trust, and communicate effectively with diverse populations.
3. Empathetic and non-judgmental attitude, with a genuine desire to help others achieve their goals and overcome obstacles.
4. Excellent organizational and time management skills, with the ability to prioritize tasks, manage multiple responsibilities, and meet deadlines in a fast-paced environment.
5. Familiarity with assessment tools and techniques used in workforce development, career counseling, or related fields preferred.
6. Knowledge of community resources, support services, and programs available to individuals seeking employment or career advancement.
7. Proficiency in computer skills, including experience with database systems, word processing, and email.
8. Ability to work independently and as part of a team, with a collaborative and solution-focused approach to client support.
9. Commitment to maintaining confidentiality and privacy of client information, and adherence to ethical standards and professional boundaries.

Culture and Core Values

SOAR's mission is simple: grow Eastern Kentucky's population.

Our team culture is anchored by putting the interests of Eastern Kentucky first in all that we do. We believe treating others the way we want to be treated is always within our control. Our core values include faith, selflessness, grit, integrity, and empathy. We do our best to exemplify these daily in our interactions with each other and with external partners.

Why SOAR?

The SOAR organization offers a chance to be part of a movement that's bigger than any one of us individually. Tackling the challenges facing Eastern Kentucky is going to take all of us to come together to find the solutions. Through communications, collaborations, and convenings, SOAR is helping to get the right people in the right rooms to ensure the future of Eastern Kentucky burns as bright as ever.

SOAR offers a competitive salary along with the following benefits:

- 100% paid individual health insurance

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- SIMPLE IRA retirement plan
- Cell phone stipend
- Mileage reimbursement for work-related travel
- Laptop provided
- Annual bonus

Apply Now

Please apply [here](#).

SOAR is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.