

Career Coach Responsibilities

1. Effectively communicate training program opportunity to employees, this may be targeted to individuals or selected programs in the organization
2. Identify up to six candidates who are eligible for training. Direct candidates to complete the job application process.

Eligibility guidelines

- MA residents
 - 18+ months with the organization
 - Strong supervisor support for overall program goals and willingness to accommodate participating staff need
 - Gender/racial/ethnic diversity of staff
 - Individuals who are interested in career advancement
3. Assess candidate's capacity and interest in participating in college courses. The college placement exam will serve as the measurement for applicant's readiness for program. Individual's ability to complete all steps in the application process will serve as the measurements to determine candidate's interest.
 4. Determine candidate's willingness and ability to advance to a new job within the same organization.
 3. Ensure that candidates are aware of promotional opportunities, as well as the fact that there is no guarantee that completion of program will lead to immediate promotion
 5. Inform candidate's direct supervisor of participation's enrollment in the grant funded program to encourage flexibility with work schedule as well as other necessary supports.
 6. Clearly articulate criteria candidates must meet to demonstrate skills attainment, align skills gain to career advancement, and or wage progression.
 7. Identify individual's personal career goals, help to develop a career plan. Map career goals to advancement opportunities within the organization.

Resources:

- <https://www.stcc.edu/resources/career-services/career-coach/>
 - <https://www.bu.edu/com/files/2016/11/How-to-Write-a-Career-Plan.pdf>
8. Determine degree of pre-training supports (academic and or social) candidates need prior to the start of the training.
 9. Provide individuals with support in balancing work, personal responsibilities and the training program as resources.

- [Exploring Careers in Healthcare – Behavioral Health](#)
- [Balancing School and Work](#)

10. Assist individual(s) in applying for advanced positions and prepare them for interviews
11. Work with the MassHire Career Centers, TRIO and the Center for Access Services to provide services for or referrals to public resources, such as: transportation and childcare, to alleviate barriers to program participation, completion, and employment retention
12. Communicate with Springfield Technical Community College's admissions' office (STCC), MassHire Springfield Career Center (MHSCC) and MassHire Hampden County Workforce Board (MHCWB) point of contacts as needed.
 - Provide candidates name(s) and contact information to STCC admission's office
 - Provide individual's career plan to MHCWB
 - Provide progression information to MHCWB