



Beacon of Hope
Crisis Center

Employment Assistants

An Employment Assistant serves under our Economic Sustainability Program which focuses on life and employment skills. The assistant supports survivors of domestic violence with moving from short-term safety to long-term security. In this position, the volunteer/intern will be providing the survivors with the knowledge and skills to achieve economic self-sufficiency.

Primary Responsibilities:

- Offering instructions with computers, typing, resume writing, dressing for success, mock interviews, financial budgeting and assistance with job placement
- Assisting clients with the skills and resources necessary to prepare, search, and secure viable employment options
- Providing follow-up support on a weekly basis through phone, email, and office meetings
- Identifying job skills that clients already possess, employment obstacles they have faced in the past, what types of jobs they are interested in, what hours are best for them to work, and what geographic location is desired
- Referring to partner agencies for vocational and academic training
- Working individually with clients to prepare or update resumes and post resume profiles on applicable employment websites
- Providing one-on-one job coaching with clients in preparation for interviews
- Collaborating with other organizations to practice group interview skills
- Providing information handouts on interview techniques and job skills to each new client enrolled in the employment program
- Searching for job openings on a weekly basis that are appropriate for clients, primarily through established relationships with employers, through ongoing monitoring of potential employers' websites, and through online employment databases
- Maintaining an employment referral log, tracking the referrals provided to clients and outcomes to those referrals
- Referring to agencies for additional services such as child care assistance, mental health counseling, and other basic needs
- Assisting clients with transportation needs to attend interviews, job fairs, and the initial weeks at a new job through the provision of bus passes and gas cards
- Facilitating workshops and trainings to improve employable skills to domestic violence survivors, as well as empower attendees and raise their confidence
- Maintaining building security by insuring that all doors stay locked at all times. Volunteers will never be alone in the building.
- Supporting other staff and volunteers as needed
- Maintaining cleanliness and care of the Center's offices

SERVING DOMESTIC VIOLENCE VICTIMS SINCE 2009

317.731.6131 *office* | 317.731.6140 *crisis line* | 317.731.6132 *fax* | P.O. Box 34318 Indianapolis, IN 46234

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- Supporting other areas whenever possible.

Skills:

- Excellent organization skills
- Ability to focus and plan
- Critical thinking and evaluation skills
- Computer skills
- Online research skills
- Resume writing skills
- Knowledge of interview skills
- Positive attitude with callers, clients, staff and volunteers
- Ability to work both independently and as a team
- Excellent communication skills (verbal and written)
- Awareness and adherence to confidentiality and boundaries
- Punctuality and dependability
- Proactivity

Required Qualifications:

- Working knowledge of Microsoft suite including Word, Power Point and Excel
- Excellent typing skills
- Commitment to non-violent and cooperative work environment
- Commitment to providing quality and equitable services to all clients regardless of race, ethnicity, sex, gender identity, religion, age or sexual orientation
- Ability to pass a criminal background check
- Ability to do online research

Preferred Qualifications (not required)

- Knowledge of online tools for employment search
- Knowledge and demonstration of professional demeanor
- Ability to create and conduct presentations and trainings
- Certifications in resume writing, interviewing, and coaching
- Degree or one year of experience with employment coaching or related fields
- Fluency in Spanish

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