



Title: Circles™ Coach

Salary and Benefits: \$14.00 - \$15.00/hour (depends upon experience);
Full-time (30 hrs per week); Benefits

Job summary:

Circles® underlying foundation is to engage people and organizations in the community to move families permanently out of poverty. This is a community-based initiative that creates relationships across economic class lines, matching people of low income (Circle Leaders) with middle or upper income Allies. The Circles Coach ensures those relationships thrive and Circle Leaders have access to resources so they continue to progress. The Circles Coach is also responsible for contributing efforts to engage the community in Circles® and actively serves on the Circles Utah Valley Employment and Education Team, and the Circles® Community Team. The office for this position is based at Community Action Services and Food Bank in Provo, but will serve at our American Fork site.

Essential functions:

- Manage the recruiting, screening and training of Circle Leaders and Allies
- Maintain current knowledge of social services available throughout community
- Ensure weekly meetings are organized and well-planned
- Provide on-going support to participants and volunteers
- Provide conflict resolution for participants when needed
- Collaborate with case managers to assure families' progress
- Ability to write and speak passionately about ending poverty
- Maintain accurate records and required reports
- Regularly attend and provide leadership at Circles Teams' meetings

Additional skills and abilities:

- Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers and volunteers
- Treat clients, co-workers and the public in a respectful and courteous manner at all times

- Provide confidentiality, both written and verbal, of all services
- Ability to stay relaxed in the face of other people's distress
- Ability to develop a supportive, empowering culture for diverse members of the community
- Ability to provide one's own transportation
- Strong organizational skills in managing complex tasks with autonomy
- Ability to identify own personal and professional challenges and implement learning feedback into work performance
- Excellent verbal and written communication skills
- Ability to work flexible schedule (must work Wednesday evening each week)

Education and experience:

Two years experience in Human Services field

Four-year degree in human service field with training in family development or case management

Experience working with people of low-income

Experience working in community organizing or community development

Or combination of the above stated or similar education or experience (paid or unpaid)

This job description is not intended to be all-inclusive and employee will also perform other reasonably related business duties as assigned by supervisory personnel.

To apply:

- Complete Community Action's entire job application packet (Employment Application, General Questionnaire and Reference Release) found online at:

<http://communityactionprovo.org/about-us/employment-opportunities/>

- Attach a resume (please use a PDF format if sending application by email).

Drop application packet off at Community Action Services and Food Bank (815 S. Freedom Blvd. Suite 100, Provo, UT) or email all required application documents to Kathy Givens at Kgivens@communityactionuc.org with the subject: Circles Coach Application [Your Name].

Persons interested in this position must complete and submit all parts of the Community Action job application packet and a resume. To be considered with the first round of applications, please submit your application by April 20, 2018.