



NEW ENGLAND CENTER
AND HOME FOR VETERANS

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Position Title: Director, Employment and Training
Department: Human Services
Reports to: Vice President, Human Services
Exemption: Exempt
Supervises: Employment and Training Team Members
Updated: June, 2022

Summary:

The New England Center and Home for Veterans (NECHV) was recently awarded a new Homeless Veterans' Reintegration Program (HVRP) grant by the US Department of Labor (DOL), which provides funding to NECHV's Employment and Training Program. The Director, Employment and Training will oversee all aspects of NECHV's Employment and Training Program, including the HVRP grant, which provides employment and training services to Veterans across Eastern Massachusetts.

The Employment and Training Program offers Veterans job coaching, job placement, job retention and training services aimed to improve Veterans' skills and employability. The Employment and Training Program maintains partnerships with employers and community based organizations to offer several courses and/or training for Veterans as well as a wide array of employers to place Veterans in competitive employment opportunities with prevailing wages. The Employment and Training Program also offers Adult Basic Education (ABE) courses, including Introduction to Computers, Computer Applications and Money Management.

The Director will work closely with the Vice President, Human Services and other members of the Leadership Team on program development, implementation, and promotion as well as staff onboarding and ongoing training to ensure smooth operations and compliance with grant requirements.

Responsibilities:

- Working collaboratively with other members of the Senior Management Team, lead the implementation, design, development and execution of job placement, job retention and training for Veterans.
- Hire, onboard and supervise Employment and Training team members to maintain overall team productivity, positive morale, and ongoing professional development.
- Facilitate communications with HVRP subcontractors and partners to ensure grant requirements are followed and outcomes are achieved.
- In conjunction with Human Services team, continually evaluate, re-designing, as appropriate to adequately meet the employment and training needs of Veterans who are experiencing or at risk for homelessness.
- Develop, implement and articulate a vision with finite outcome metrics for Employment and Training that is clear and demonstrable to internal stakeholders and funding sources.



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- Work with the Director of Performance Monitoring and Evaluation and HMIS Systems Manager to ensure data collection is comprehensive, streamlined, accurate, timely and is in compliance with agency and funding needs/processes. Prepare for and participate in site visits.
- Work in collaboration with the Advancement Program, Government Relations and others involved in writing grant applications and fundraising proposals, refine current, prospective and innovative approaches to Veteran training and employment to attract, retain and increase targeted funding.
- Form and maintain partnerships with a wide range of community partners (i.e. American Job Centers, Massachusetts Rehabilitation Commission, Veteran Readiness and Employment and other agencies that provide job placement and trainings/certifications) to ensure Veterans that have access to a wide range of employment and training services.
- Establish relationships in the corporate community to position NECHV as a thought leader in the Veteran employment sector, to advance the broader goals of NECHV in the corporate marketplace, and to provide jobs for the Veterans served.
- Strive to deliver the highest customer service experience to all internal and external customers.
- Ability to embrace and demonstrate NECHV's Harm Reduction and Trauma Informed Care models within all aspects of the work.
- Attend department meetings, trainings, case conference and facilitate weekly team meetings.
- Take initiative to perform other duties as needed.

Required Qualifications:

- Master's Degree in Education, Rehabilitation Counseling, Social Work, or applicable field, preferred.
- 3 to 5 years of direct program management and supervisory experience, required.
- Familiarity with the HVRP (Homeless Veterans Reintegration Program) grant a plus.
- Experience with reintegration and working with adults experiencing multiple challenges and barriers to employment (examples: histories of incarceration, behavioral health diagnoses, homelessness and minimal employment histories).
- Proficiency with grant management, reporting and data collection activities.
- Knowledge or collaboration with grant writing, reporting and data collection activities.

Essential Functions:

- Must have leadership, organizational, and interpersonal skills.
- Valid Massachusetts Driver's License.
- Ability to travel throughout Eastern Massachusetts.
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and databases
- Strong written and oral communication skills.
- Ability to work with complex, homeless and at risk Veteran population.
- Maintain strong personal and professional boundaries.