

Apprenticeship Training Manager Position Description

Organization Name: Chicago House & Social Service Agency
Position Title: Apprenticeship Program Manager
Schedule: Full time, 40 hours per week
Position Category: Direct Services

Job Description:

Chicago House and Social Service Agency serves individuals and families by providing housing, employment services, medical linkages, HIV prevention services, and other supportive services to those who are disenfranchised by HIV/AIDS, poverty, homelessness, and/or gender nonconformity. The agency is seeking an Apprenticeship Program Manager to work with the Employment Program. The mission of the Employment Program is to increase individual income and independence. Training, career counseling, mentorship, and internship opportunities are provided to help individuals achieve greater self-sufficiency and productivity, ultimately leading to successful employment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist in the implementation of an apprenticeship training program for individuals who want to become a community health worker in the field of HIV prevention and care.
- Manage the apprenticeship program- organize training schedule, speakers, and meet with participants as needed.
- Create an application for apprenticeship candidates and conduct interviews.
- Assist with curriculum development and make updates as needed.
- Provide training to participants on designated sections of the curriculum.
- Assist Corporate and Community Manager with recruitment of participants for the training program.
- Assist Corporate and Community Manager with job placement once the participants complete training.
- Complete all required reporting for training program.
- Assist in the development of evaluation tools to monitor and assess the program.
- Maintain records for training participants, including attendance and weekly performance reports.
- Meet weekly with Senior Career Specialist to review participants' progress in training and the employment program.
- Attend Chicago House staff meetings and supervision meetings, as required.

Qualifications:

- Bachelor's degree in training, social work, or a related field is required; Master's degree in social work or a related field is preferred;
- Two years experience in a teaching or training environment preferred;
- Familiarity with HIV/AIDS, LGBTQ, Substance Abuse, and Mental Health preferred;
- Outgoing personality and strong commitment to personal and professional development required;
- Ability to work cooperatively as a part of a team;
- Excellent oral and written communication skills;
- Excellent organization and documentation skills;

Contact Person: Carrie Podolsky, LCSW, Director of Employment Services

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