



**Job Description:** SNAP E&T Coordinator/Career Coach – Full-Time

**Exempt:** No

**Department:** Adult Education

**Reports To:** Director of Adult Education

**Location:** McClain Hall

### **GENERAL DESCRIPTION OF POSITION**

Arkansas State University - Mountain Home seeks applicants for a grant funded, full-time Supplemental Nutrition Assistant Program Employee & Training (SNAP E&T)/Career Coach for the Adult Education program. Salary is based upon education and experience. This is a full-time benefits eligible position with a comprehensive benefit and leave package. Minimum qualifications include a Bachelor's degree, and twelve to eighteen months of related experience.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The position requires working with adult education participants by coaching on career planning, assisting with job searches, assisting in finding supportive services helping with applications for those services, and presenting to adult education classes. This position will also coordinate and supervise the instruction and completion of WAGE Level 1 Certification for all Adult Education students. This position will also work with community members to build connections with industry partners. This position may require travel for professional development training.

The SNAPE& T/Career Coach is responsible for providing comprehensive case management services, assessments, career counseling, working with all DHS offices in Baxter and Marion Counties, attend mandatory training (within 12 months of hire date), maintain hard-copy client files (SNAP E&T intake, Adult Education intake, assessment records, case notes, employment plan, reimbursements, work experience, follow-up, and interest inventory, All DHS forms relating to clients). Qualification: Minimum of a Bachelor's degree in Business, Human Services, Education, or a related field. Must be proficient with Microsoft Outlook, Word, Excel,

and data management systems. Access to reliable transportation, valid driver's license, and minimum car insurance required by state law.

Please note, position continuation will be contingent upon renewed grant funding each fiscal year.

## **QUALIFICATIONS**

Bachelor's degree required.