



The RIDGE Project, Inc.

Company Profile: The Ridge Project, Inc. is an industry leader in the human services field. Founded in 2000 as a faith-based, Christian, non-profit, The RIDGE Project specializes in Youth Intervention, Fatherhood, Healthy Relationship, Healthy Family, and Workforce Development services. We currently operate throughout the state of Ohio. Through our unique and cutting edge programs, we seek to end generational cycles of family disintegration by training clients to have strong, healthy and permanent marriages, and to be responsible citizens and role models in their schools, families and/or communities. We are rapidly expanding the scope of our services, and are seeking well-qualified individuals who are passionate about strengthening families.

Job Title:

Job Developer/Staffing
Coordinator

Date:

02/10/15

Job Description:**1 | SUMMARY OF FUNCTIONS:**

The RIDGE Project has developed an innovative workforce development program, TYRO Staffing. TYRO Staffing is an alternative staffing social enterprise. Alternative staffing is an employment strategy that uses a temporary staffing business platform coupled with supportive services to help people with obstacles to employment enter and advance in the workforce. The particular client demographic that The RIDGE Project targets are formerly incarcerated, low-income, and/or the chronically unemployed. TYRO Staffing has been operating on a small, localized basis for 5 years, and is currently poised for significant growth. We are seeking a qualified individual with strong experience in the staffing sector to help us develop, grow and expand our staffing operations by providing the following services:

- A. Training – training existing staff how to incorporate staffing as an element of their client case management & train clients in workplace ethics.
- B. Promote and expand client employment in harmony with the efforts of The RIDGE Project's placement and workforce development goals.
- C. Assist in the implementation and development of policies, procedures, trainings, operational infrastructure, and quality process management, with the goal of developing a sustainable, scalable staffing program that results in employment for clients.
- D. Sales Training and Sales – selling and training existing staff to sell and maintain temporary and permanent staffing services.
- E. Recruiting Training and Recruiting– recruiting and establishing effective processes for recruiting qualified candidates.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- Solicit Businesses to employ clients of The RIDGE Project (TYROs)
- Must participate in any required program training.
- Solicit new business from companies in targeted communities throughout Ohio
- Design workflows to ensure that clients are placed in the most appropriate and least restrictive job for their individual needs and interest.
- Train other employees in Workforce Development/TYRO Staffing, specifically to work as a liaison between the employer and employee to ensure needs are met.
- Remain on top of new trends by attending workshops, seminars, conferences, meetings, etc. as needed.
- Assist in the design of contracts with businesses, and partner service providers.
- Assist Regional Directors and/or Regional Coordinators in soliciting new business from companies throughout Ohio.
- Assist in case management of clients through screening and assessment procedures.
- Assist in maintaining relationships with employment service partners.

- Training for case workers who work directly with the clients.
- Work directly with clients, i.e. screen, interview, conduct follow-ups.
- Conduct work ethic trainings for clients both in house and at businesses as needed.
- Create workforce content for TYRO Platform.
- Onboard TYROs to the Platform for workforce opportunities.
- Perform other duties as required or as assigned.

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Director of Adult Programs

Job Location:	McClure Ohio	Company Industry:	Not for Profit, Ministry
Job Role:	Workforce Development	Joining Date:	February 2015
Employment Status:	Full-time	Employment Type:	Employee
Yearly Salary Range:	\$	Manages Others:	No
Number of Vacancies:	1	Other:	
Skills:			
<ul style="list-style-type: none"> - Must demonstrate a lifestyle consistent with the principles and goals of the The RIDGE Project. - Must adhere to a strong conviction that strong marriages translate into strong families. - Must have a Bachelor's degree in human resources or related experience. - Outgoing and friendly with strong sales experience. - Must have a valid Ohio driver's license and proof of insurance. - Must be willing and able to pass state and federal background check for working with children. - Must be proficient in using Microsoft Office and the internet. - Applicant must be driven, creative and able to think outside the box. - Ability to work collaboratively with others. - Strong ability to multitask. - Must be able to write well. - Must possess a passion to help others succeed. - Must be well-organized and able to develop and maintain organizational systems. - Must have good phone skills. - Must have good interviewing skills. - Must be able to facilitate client trainings. - Must be proficient in working with databases to enter data and produce reports. 			
Career Level:	Entry Level	Years of Experience:	1 – 3 Years
Residence Location:	McClure, Ohio	Degree:	Bachelor's Degree
Please Send Application to:			
Name:	RIDGE Project, Inc.	Email:	jobs@theridgeproject.com

Address:	J169 State Route 65	Country:	USA
City/State:	McClure, Ohio	Zip/Postal Code:	43534
Phone:	DO NOT CALL/DO NOT VISIT	Fax:	(419) 278-0092
Company Website:	www.theridgeproject.com		