

Career Pathway Career Coach (Harmony Career Network)

A Career Coach is responsible for helping Career Pathway participants and clients develop professional plans for growth within their desired industry or current job position. Their duties include meeting with mentees to discuss their goals, concerns and long-term aspirations, developing individual improvement plans for each client and composing reports to highlight a client's improvements or setbacks.

Duties and Responsibilities

As a Career Coach, regular interaction with Career Pathway participants and clients is to be expected. It will be important to build relationships to learn where there are professional gaps and where Career Pathway participants and clients have skills to offer employers. Motivating Career Pathway participants and clients is another important part of the job, as is helping Career Pathway participants and clients learn to navigate the social aspects of the workplace.

A Career Coach can:

- Plan and implement a coaching strategy with multiple Career Pathway participants and clients
- Assess the professional strengths and weaknesses
- Discover what motivates employees and assist them in utilizing that motivation in the workplace
- Present skills to aid people in job searches
- Assist with disabilities in learning and excelling in job functions
- Create and update records and reports on progress

Skills and Qualifications

Many soft skills that are learned in other areas of life and in other professions translate well to the role of Career Coach. Communication and working well with other people are two of the most important skills a Career Coach can have because of the routine interaction with Career Pathway participants and clients. Skills and qualifications include:

- Excellent interpersonal and communication skills
- Strong problem-solving and time-management skills
- Ability to stay organized when dealing with multiple Career Pathway participants and clients simultaneously
- Prior experience working with people with disabilities
- Upbeat, motivational attitude