



Sheryl Holman
CEO

Job Description: Career Coach – Coordinator/Case Manager

Salary Range: Starting at \$40,000+ Annually

Qualifications:

- Four year college degree in human services or other related fields.
- Some experience required in human services, teaching, counseling, or other related fields.
- At least two years' experience in case management.
- Demonstrated ability to work with the underprivileged population, and public speaking.

Skills

- Proficient in computer operations; access to Internet; and Microsoft applications.
- Proficient in communications skills; writing, speaking presentation, internal and external communications, including case notes.
- Ability to provide class instruction and client case management.

Distinguished Features of Work

Reports to the assigned Program Director, and is responsible for assisting clients in the transition to work and career advancement, utilizing the tools and guidelines required by agency contracts. The primary responsibility is to assess, identify, and address client barriers to employment, to develop and execute an Employment Plan for each assigned client to facilitate unsubsidized placement. Will specialize in working with uncooperative clients to encourage re-engagement in activities. Will assign client activities to achieve employment and as required. Will monitor the client's participation and document all hours in the CAPs database, and provide monthly reports. Will provide support expenses and services for all clients as approved. Utilize a team approach to ensure that identified program goals are met, and will assist in the recruitment of clients and Employers. Will practice, promote, and enforce all established CAPs policies and procedures.