



IMPACT Community Action

Job Description

Title: Self-Sufficiency Coordinator (CCMEP Case Manager)

Job Summary: *Under the supervision of the CCMEP Program Manager, the Self Sufficiency Coordinator/ Case Manager will be responsible for all of the Comprehensive Case Management Employment Program (CCMEP) Framework Services for the Achieve More & Prosper Program to include recruitment, eligibility, comprehensive assessment, intensive case management, referrals, and follow up services within the scope of the Agency's policies, procedures and budget; acts as a community liaison.*

Reports to: CCMEP Program Manager

Job Duties: *Job Duties listed represent the major responsibilities for the job. Each specific position within a job title may require more specific duties, processes, skills or assignments. Other duties are assigned on an as needed basis and may require additional skills and competencies.*

- Responsible for conducting all CCMEP Framework Services
- Responsible for participating in recruitment activities
- Completes Comprehensive Assessments with all assigned participants
- Completes Individual Opportunity Plans with all assigned participants
- Responsible for assessing participants and identifying participants that require intensive services either before entering training or concurrently with training
- Provides intensive case management to participants
- Monitors progress of program participants receiving intensive services
- Makes referrals to additional services and/or programs based on participant needs and assessment data
- Provides follow-up to exited participants
- Identify community resources and build community partnerships of services to eliminate participant barriers
- Meets regularly with youth staff to provide participant updates, gather information on participants in training, and offer feedback and suggestions for programmatic improvements
- Engage participants, parents/guardians, community partners, and school personnel in community settings

Working Conditions and Physical Requirements:

Standard office environment. Requires ability to operate telephone and personal computer for extended periods of time. Occasional travel.

Competencies and Knowledge, Skills and Abilities:

- Integrity and Trust
- Action Oriented
- Drive for Results
- Interpersonal Savvy
- Decision Quality
- Problem Solving
- Process Management
- Customer Services
- Innovation
- Verbal, Written Communication Skills
- Technical Skills (e.g. PC applications)

- Job-Specific Functional Knowledge and Skills:
 - Social work processes and practices
 - Client support practices
 - Knowledge of related services for individual support
 - Knowledge of Job Skills and local hiring markets
 - Knowledge of developing teaching aids
 - Knowledge of independent living skills and work standards
 - Knowledge of client services, coaching and training practices
 - Knowledge of practices in serving and working with hard-to-place individuals
- Certification in specific facilitator training (e.g., FDS, “Thinking for a Change”, “Love Notes: Making Relationships Work”, Job Coaching, Resume Writing) preferred.

Minimum Education and Qualifications:

- Associate Degree in Social Work or related field or equivalent knowledge/experience.
- Four years’ experience in a position with responsibility for providing and/or coordinating supportive services to help individuals reach their goals.
- Must possess a valid driver’s license and/or reliable transportation. Must comply with agency’s insurance carrier standards and policy.
- Preferred: BA/BS in Social Work or related field.
- Preferred: LISW

Equal Opportunity Statement:

IMPACT Community Action recognizes that a diverse workforce enhances the organization in many ways. We are committed to providing equal employment opportunities that foster diversity and meaningful experiences.

Revised: January 2019