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## JOB OPENING

**Job Title:** Career Coach – Part Time  
Senior Community Service Employment Program (SCSEP)  
**Department:** Operations  
**Reports To:** SCSEP Program Manager  
**Classification:** Non-exempt  
**Location:** Mount Vernon, NY (covering Westchester and Rockland counties)

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### SUMMARY

The Career Coach must successfully provide case coordination to individuals age 55 and older that possess multiple barriers to employment. Participants develop and increase skills by performing community service at non-profit and municipal agencies; participants receive a stipend for this service. Obtaining unsubsidized employment is the participants' ultimate goal.

Responsibilities include outreach/enrollment, vocational assessments, community service assignment development and coordination, conducting group and individual job search activities. The Career Coach monitors participant progress throughout the program, provides employment counseling and referrals to community services that address barriers to unsubsidized employment. This position will assist in the collection of program materials; refer qualified participants to employers and conduct necessary follow-up when participants become employed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Recruit/screen/select eligible participants from the designated service delivery area.
2. Develop relationships with various organizations that can be a source for participants.
3. Present information to prospective participants in both individual and group settings.
4. Conduct eligibility determination and certify participants using program guidelines.
5. Secure and process participant's information during the intake and application process.
6. Develop job search strategies that support enrolled participants' job search efforts.
7. Provide case management and career coaching services to participants, including arranging assessments, workshop attendance, occupational training decisions, enrollment in training, monitoring, and resume writing and follow-up as required.
8. Develop a mutually agreed upon Employment/Career Plan to identify the participant's short-term and long-term objectives, update plan as needed and monitor participants' progress.

9. Develop partnerships with employers and with education and training providers, to facilitate delivery of program services and assure positive outcomes for participants.

10. Maintain and accumulate data records of specified, relevant participant activities.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for own work and not normally required to direct or supervise other personnel, but may occasionally demonstrate or show another employee how to perform the work.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of training, counseling, and/or case management
- Ability to work with and support a diverse customer base
- Ability to motivate clients and establish a support professional relationship with participants
- Commitment to assisting low income and disadvantages individuals in overcoming barriers to achievement and success in their personal and work lives
- Excellent verbal, presentation and written communication skills

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or equivalent from a four-year college in Human Services, Education or Business Management and/or three years of related experience and/or training; or equivalent combination of education and experience. Knowledge of the health care industry preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. The ability to speak, read and/or intrepid Spanish a plus.

### **COMPUTER SKILLS**

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access as well as data management systems.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Preference given for training in Professional Accredited Resume Writer (PARW).

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To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, Program Assistant, National Initiatives

[lkelman@workplace.org](mailto:lkelman@workplace.org)