



ASSISTING  
ALL AGES AT  
ALL STAGES

## **Job Announcement: SCSEP Case Manager**

Job Location: Central Region (Blount, Chilton, Shelby, St Clair and Walker counties)

Job Status: Full-time – Exempt

Reports To: Administrative Director

Department: Senior Community Service Employment Program (SCSEP)

**Summary:** This job classification serves as Case Manager for Senior Community Service Employment Program (SCSEP). The Senior Community Service Employment Program (SCSEP) is a community service and work-based training program for older workers that provides useful community services and fosters individual economic self-sufficiency through training and placement into unsubsidized jobs.

Participants gain work experience in a variety of community service activities. Participants work an average of 20 hours a week and are paid the highest of federal, state, or local minimum wage. This training serves as a bridge to unsubsidized employment opportunities for participants.

Successful participants who successfully participate in the program are able to secure employment and have a better quality of life.

### **Essential Duties and Responsibilities include the following:**

- Conduct participant case management. Meet with participants quarterly to discuss the following: current employment searches and interests, resume building, online job search navigation education, and identifying community resources and additional job training education;
- Conduct program enrollments. This includes assessing each participant to determine Most in Need (MIN) characteristics, as well as appropriate Community Services Assignment (CSA);
- Conduct Individual Employment Plans (IEP's) and assessments, including initial assessments and updates; and
- Work with SCSEP Project Director on participant job development.
- Prepares and maintains written case records, reports, and forms, performs case follow-up and closing, and performs other administrative tasks as required.
- Strong problem-solving, interpersonal communication, and written skills.
- Strong organizational skills and attention to detail.
- Other duties as assigned.

### **Education/Experience:**

Bachelor's degree required in social services related field required. Social Work degree preferred. Experience with public benefits and programs, home visits, assessments, and documentation preferred.

### **Required Licenses and Certificates:**

Valid Alabama driver's license with proof of automobile insurance that meets M4A requirements.

### **Other:**

All employees of the organization are required to provide proof of a TB test at least once every 12 months. New employees who cannot provide proof of current TB test must submit to a TB test prior to physical interaction with any clients.

### **How to Apply:** Email cover letter, resume, three references and salary requirements and to:

Lisa Adams, LMSW - HR and Operations Manager at LAdams@m4a.org ( 205-670-5770)

Applicants who do not submit all requested information may not be considered.

**Deadline to apply:** March 18th.