Welfare Reform Liaison Project, Inc.

JOB VACANCY

Position Title:	Success Coach
Date Posted:	
Closing Date:	

Welfare Reform Liaison Project, Inc. (WRLP, Inc.) has an opening for a Success Coach reporting to Program Manager. This position reports to the Program Manager and is a full-time, permanent position with the Agency. The hours for this position are Monday through Friday, 8 am to 5 pm. If interested in this position, please contact Human Resources Department at WRLP.

Degree Requirement: BSW or BA/BS with 15 or more semester hours in Social Work or a related field.

Experience Requirement: One year of related work experience.

Description of job duties:

Major Accountabilities:

1. Review eligibility requirements with prospective clients based on income and other guidelines.
2. Determines eligibility based on program guidelines and OEO guidelines.
3. Upon acceptance into the program creates database file in AR4CA.
4. Collaborate with other external community agencies for client services.
5. Assist with intake and ongoing supportive services participants in the job training program.
6. Conduct assessments/reassessments and be able to document/ maintain client case files ensuring compliance with established guidelines.
7. Conduct home visits and assist clients with transportation when needed.
8. Provide support services to the Program Department as needed.
9. Perform other duties and assume other responsibilities as needed or as delegated.

Knowledge, Skills, and Abilities:

1. Basic computer proficiency in MS Word & Excel and Outlook Express
2. Ability to work with individuals from diverse backgrounds with diverse needs
3. Excellent written and verbal communication skills, able to articulate ideas clearly and listen accurately.
4. Must be flexible and a team player
5. Ability to maintain effective and respected work relationships with others.
6. Must have a valid Drivers License

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