



Job Title: SCSEP Job Coach

Reports To: OAA Manager

FLSA Status: Full-Time, Exempt

Department: SCSEP

Location: Office- M4A Region & Jefferson County

Position Summary

The SCSEP Job Coach provides employment training, and supportive services to participants enrolled in the Senior Community Service Employment Program in compliance with U.S. Department of Labor requirements. Working with the SCSEP Team, the Job Coach delivers participant-centered case management, employment planning, and job coaching to support older adults in developing skills and transitioning to unsubsidized employment.

Essential Duties and Responsibilities

Participant Recruitment & Eligibility

- Recruit, screen, enroll, and onboard eligible participants.
- Determine and document eligibility and “Most in Need” status through initial and ongoing assessments.
- Assign participants to appropriate Community Service assignments and manage transfers, leave, durational limits, and exits.

Case Management & Employment Planning

- Assess participant strengths, barriers, and employment goals.
- Develop, implement, and update Individual Employment Plans (IEPs).
- Conduct required quarterly contacts and provide ongoing case management.

Employment Services & Job Coaching

- Provide job coaching, employment counseling, and job readiness support.
- Assist with resumes, applications, interview preparation, and online job searches.
- Support placement into unsubsidized employment and transition from the program.

Supportive Services & Host Agency Coordination

- Identify and coordinate supportive services to address employment barriers.
- Develop and maintain Host Agency partnerships and monitor placements.
- Match participants to Host Agencies aligned with their employment plans.

Documentation, Compliance & Collaboration

- Maintain accurate participant records in compliance with DOL requirements.
- Complete required documentation, reports, data entry, and timesheet monitoring.
- Support outreach efforts and collaborate with program leadership and community partners.

Work Environment

This position is primarily office-based and requires regular travel to Host Agencies and community locations throughout the M4A Region. Limited remote work may be available based on program needs and supervisory approval.

Knowledge, Skills, and Abilities

- Ability to manage a caseload, prioritize tasks, and work independently in a compliance-driven environment.
- Strong organizational skills, attention to detail, and effective time management.
- Effective verbal and written communication skills, including the ability to communicate respectfully with senior citizens and diverse populations.



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- Experience working with mature workers, individuals with disabilities, and/or culturally diverse populations.
- Proficiency in Microsoft Word, Excel, Outlook, and case management systems such as SPARQ.

Education and Experience

1. Preferred: Associate's or Bachelor's degree in social services or a related field.
2. Relevant experience may substitute for formal education.
3. Preferred experience working with senior citizens and/or in workforce development, job coaching, case management, or social services.

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to "drive" to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 10 pounds.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. Staff of M4A are "at-will" employees. I have read and understand the responsibilities and requirements of this position.

To apply: email resume, cover letter and list of 3 references to ladams@m4a.org