

Job Title: Secure Jobs Initiative Case Manager / Financial Coach
Regular part time (30 hours per week) in Worcester

Job Description: Provide intake coordination, case management; work readiness skill-building and financial coaching to the Secure Jobs Initiative Program clients.

Qualifications: High school diploma or GED equivalent; Bachelor's Degree preferred.
Experience providing case management services required
Knowledge of basic budgeting required.
Experience providing financial coaching and work readiness skills preferred

Duties and Responsibilities

1. Contact referred clients to conduct an overall financial situation and skills assessment
2. Provide case management services and referrals to other area resources as needed.
3. Assist with work readiness skill-building to prepare clients for job placement, to include computer skills, online job searching, resume writing, and how to dress for success in the workplace.
4. Track client progress weekly, maintain client files and communicate information to WCAC's Special Projects Coordinator monthly.
5. Coordinate luncheon workshops for clients with guest speakers bi-monthly.
6. Provide follow-up services, including meetings, phone outreach, and mailings.
7. Develop a plan for stabilizing household finances with client. Set goals to increase financial skills, abilities, and modify behaviors.
8. Assist clients in creating budgets, reviewing and modifying current budgets, accessing and reading credit reports, opening bank accounts, utilizing direct deposit, and using strategies for saving regularly.
9. Assist in the development of a financial literacy curriculum, research best practices and creative models, facilitate financial workshops, and meet individually with clients to help instill healthy financial behaviors.

Worcester Community Action Council, Inc. has excellent benefits to include Blue Cross Medical and Dental, Agency paid Life Insurance, 403(b), paid time off and much more.

Send resume with cover letter specifying position to: Human Resource Director, Worcester Community Action Council, Inc., 484 Main St., 2nd Fl., Worcester, MA 01608 or hr@wcac.net. AA/EOE. **Resumes must be received by September 4, 2015.**