

Roles & Responsibilities: Circle of Care Service Provider

Job Title	Circle of Care Service Provider	Reports to	Assigned Program Manager
Department	Empowering	Location	Valley, AL
FLSA		Supervises	---
Position Type	Full-time: 40hrs/week Beginning salary \$39,500	Revision Date	03/2/2026

Recruitment Information

Circle of Care Job Duties	Minimum Requirements
<p>A Circle of Care Service Provider:</p> <ul style="list-style-type: none"> • Reports directly to the assigned Program Manager; • Works collaboratively with the Grant Financial Manager; • Delivers services through the provisions given by the funding source; • Maintains and enhances community relations; • Participates in all Circle of Care programs; • Works with Center leadership to ensure all programmatic reporting is submitted accurately and timely • Supports day-to-day operational responsibilities for the Center such lobby and phone coverage when necessary. 	<p>Educational Requirements:</p> <ul style="list-style-type: none"> • A minimum of a Bachelor's Degree in a social service related field is preferred <p>Experience Requirements:</p> <ul style="list-style-type: none"> • Previous experience in a social service setting is preferred <p>Skills Requirements:</p> <ul style="list-style-type: none"> • Office software/database skills • Project management skills • Data analysis • Ability to work in a fast-paced environment and juggle multiple priorities • Excellent communication skills <p>Other Qualifications:</p> <ul style="list-style-type: none"> • Valid Driver's License and reliable transportation required. • Self-Motivated Team Player • Ability to build and maintain relationships with diverse groups of people • High ethical standards • Upholds the values of the Circle of Care: the worth of every individual, the importance of family, integrity, accountability, safety, transparency, and partnerships. • Passion for the mission of the Circle of Care and a deep commitment to supporting families and children in the community.

JOB COACH ROLE AND RESPONSIBILITIES	
<p>Role Summary</p> <p>The Job Coach is responsible for delivering structured group-based employment readiness training while also providing individualized case management services to participants. This dual-role position supports individuals in developing the skills, confidence, and access to resources necessary to obtain and maintain meaningful employment. The Job Coach works collaboratively with employers, community partners, and internal staff to ensure successful employment outcomes.</p> <p>Role Responsibilities</p> <p>1. Group Training & Facilitation</p> <ul style="list-style-type: none">• Design and deliver engaging group workshops on topics such as:<ul style="list-style-type: none">○ Job search strategies○ Resume and cover letter development○ Interview preparation○ Workplace communication and professionalism○ Digital literacy and online job applications○ Time management and soft skills development• Adapt curriculum to meet diverse learning styles and barriers to employment.• Track attendance, participation, and skill progression.• Foster a supportive, inclusive, and motivating group environment.• Utilize evidence-based workforce development models and curricula. <p>2. Individual Case Management</p> <ul style="list-style-type: none">• Conduct comprehensive intakes and assessments to identify participant goals, strengths, and barriers to employment.• Develop individualized employment plans (IEPs) with measurable milestones.• Provide ongoing one-on-one coaching sessions to monitor progress and adjust plans as needed.• Coordinate referrals to supportive services (housing, transportation, mental health, childcare, etc.).• Maintain accurate, timely documentation in case management systems.• Monitor job retention and provide follow-up support post-placement. <p>3. Employer & Community Engagement</p> <ul style="list-style-type: none">• Build and maintain relationships with local employers to identify job opportunities.• Coordinate job placements, interviews, and on-the-job coaching when appropriate.• Serve as liaison between employer and participant to address workplace concerns.• Participate in job fairs, employer meetings, and networking events. <p>4. Documentation & Compliance</p> <ul style="list-style-type: none">• Maintain participant files in accordance with agency and funder requirements.• Track performance outcomes and employment metrics.• Prepare reports as required by supervisors and funding agencies.• Ensure compliance with confidentiality standards and applicable regulations.	
Physical Demands and Working Conditions	
<p>Essential functions: This position entails normal physical requirements as well as extensive lifting, stooping, bending, carrying, and/or climbing.</p>	

Employee Signature:	
Employee Print:	
Date:	