



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Success Coach/CARDS Administrator (CSBG)
LOCATION: EIC Economic Resource Center
SUPERVISOR: Community Services Block Grant Director
WORKING HOURS: 8:00 a.m. - 5:00 p.m.

JOB OVERVIEW:

The Success Coach/CARDS Administrator is responsible for assisting in the organization of community groups, recruiting program participants, evaluating and addressing participants' needs, and providing supportive services. This role requires strong advocacy for low-income families and collaboration with various agency programs.

KEY RESPONSIBILITIES:

Community Engagement:

- Familiarize yourself with the community and target poverty areas.
- Assist in organizing community groups and County Councils.
- Recruit prospective program participants for housing, education, training, and job placements for the Self-Sufficiency Program.

Participant Support:

- Conduct initial interviews to gather comprehensive information for evaluation and placement.
- Evaluate and refer applicants to appropriate agencies for housing, education, employment, and training needs.
- Provide supportive services such as transportation and resume assistance.
- Assure adequate follow-up on participants' job and housing placements.
- Provide appropriate counseling to participants as needed.
- Encourage participants to attend budget counseling, job, and housing seminars/training.

Program Coordination:

- Maintain close working relationships with all agency programs, including Head Start, Weatherization, and Section 8 Housing Programs.
- Monitor and report participant assessments to the Community Services Block Grant Director.
- Follow-up on past assessments of participants.
- Complete the Year-End Report and Quarterly Reports.
- Report staff progress to the Community Services Block Grant Director on a monthly basis.

General Duties:

- Perform other duties as deemed necessary by the Community Services Block Grant Director.

REQUIRED SKILLS AND QUALIFICATIONS:

- Advocacy for low-income families.
- Ability to work effectively with low-income families.
- Organizational skills for community group activities.
- Presentation skills for public and private meetings.
- Proficiency in computer skills and database management.

EDUCATION AND EXPERIENCE:

- An Associate Degree with at least one year of experience working with families, the public, in a business setting, or in a social program.

Signature _____ Date_____

Updated 7/2024