YES! Project Case Manager/Educator:

Full time position, preparing young adults for the workforce and postsecondary education or technical training. A minimum of a Bachelor’s Degree is required, preferably in a Workforce, Human Services, or Education related field. Must have skills to deliver integrated services, perform assessments, and perform grant and organization required documentations. Knowledge of non-profit, workforce development, and grants is a plus. Salary range is based on experience starting at $30,000. Visit thecirclecares.com for more information. Fax resume to (334)768-4091 or email to support@thecirclecares.com or to Director, P.O. Box 946, Valley, AL 36854 by April 5th, 2019.
JOB DESCRIPTION
Case Manager/Educator

Job Description:
The Case Manager/Educator will provide intake, assessment and case management services for participants in the YES! Project of the Circle of Care Center for Families in Chambers County, AL. Individuals participating in the program may be self referred or referred by one of a number of community partner agencies. The Case Manager/Educator is the initial point of contact for youth employment and education services. The Case Manager/Educator interviews participants to determine service needs; refers to other agencies as appropriate; assesses employment and career readiness; establishes and implements individual service plans; teaches skills classes, and evaluates progress of participants toward goals. The Case Manager/Educator works within a collaborative network of community service agencies. The Case Manager/Educator will also be responsible for developing employment and training opportunities for the program participants.

Qualifications:

Graduation from college with a minimum of a Bachelor’s Degree, preferably in a Human Services or Education field. Experience working with youth preferred
Ability to read, write and speak English; able to motivate students as they establish case goals and plans and support them as they progress through process of goal achievement
Ability to teach young adults, to engage, nurture and empower service recipients.
Ability to work independently but with strong teamwork commitment.
Ability to use computer for entry into database and periodic reporting.
Endorsement and support for mission of the Circle of Care.
Good interpersonal, communication and organizational skills.
High ethical standards.
No criminal record or history of founded child or adult abuse/neglect.
Valid driver’s license, reliable vehicle and car insurance

Responsibilities:

Provides basic intake and assessment services to identify participant needs
Refers students for services and help them to access services from other agencies.
With the Career Center, develops individualized service plans with students based on their strengths and needs; help students establish realistic goals and objectives and provide services needed either through the Center or a partner agency
Serves as liaison between the Center and other service agencies
Establishes and maintains case file folders, completes narratives and submits reports and information as needed by the program requirements
Teaches and models appropriate work habits, life skills and problem solving skills
Attends any required meetings planned by grant giving agencies.
Helps to coordinates activities of volunteers who may be available to provide services for the program preparation
Completes reports as needed
Evaluates program effectiveness.

No provision is made for payment of accumulated leave upon separation from employment with the Center. Pay range is $30,000-$45,000.

Revised May 2015
Job Description of WIOA Case Manager/Academic Instructor Job Tasks

- Recruitment, Program Outreach/Awareness.
- Assists with enrollment-getting documents together to complete the eligibility/enrollment process.
- Case Management- Offer services to help participants meet their personal short-term and long-term goals.
- Keeps case files/documentation up-to-date, develops ISS with participant and Career Center Case Manager.
- Educational Services (One-on-one tutoring) or set up contract for tutoring services
- Transportation Assistance/Planning.
- Assists GED instructor with instruction on an as needed basis for WIOA participants.
- Assists participants with GED Test Prep.
- Assists with TABE testing-intakes and participants wanting to receive an ITA or Alabama Work Keys Certifications.
- Makes referrals to appropriate partners.
- Oversees Promotional Items (making and distribution of promotional flyers for program and various classes offered for our participants).
- Orders supplies for program.
- Oversees the planning of courses/training that are offered for participants.
- Verifies and documents employment of participants for reporting and incentives.
- Develops partnerships with local industries, employers, Workforce Development Boards, training and technical schools, and agencies.
- Assists with distribution of incentives.
- Contacts participants about upcoming events and other services offered via phone, Facebook, email, or in person. Oversees all follow-up communication.
- Corresponds with Career Center and other partnering agencies concerning participants/reports.
- Refers students to other Center or community services based on individual needs.
- Oversees the planning of field trips and tours.
- Offers support services based on the needs of each individual participant.
- Completes end-of-the-month report/summary for WIOA and Circle of Care.
- Develops individualized service plans based on participant's needs, barriers, short-term, and long-term goals.
- Assists participants with entrance into post-secondary and financial-aid applications.
- Monitor Leadership development opportunities (i.e. community service).
- Provides or assists with adult mentoring to participants.
- Provide follow-up services for a period of twelve months.
- Oversee the development of financial literacy and employment/job readiness courses.
- Assists with job shadowing development/assignments and Work Base Learning and more advanced OJT and apprenticeship assignments.