

Career and Job Training Specialist/YES! Case Manager

Position Mission Statement

The YES! Case Manager helps families thrive by helping qualifying 16-24 year olds develop a career path and acquire the skills needed to gain and retain employment. They do this through providing support, assisting in the removal of barriers, and assisting in the coordination and provision of job training. The Position performs additional duties as a Circle of Care team member in our efforts to bring large scale, long term, positive change for the Chambers Co. & Greater Valley Area to the benefit of Individuals, Families, and especially Children.

Essential Duties and Responsibilities

- Ultimately responsible for the coordination, provision, and reporting regarding Center and specific program services.
- Attendance at participant, program, and Center, joint staffing, partner, and other meetings.
- Assist with public awareness and serves as the a liason for relationship building with stakeholders and partners regarding the Center and the program.
- Assistance with recruitment of program participants.
- Perform program intake sessions
- Build appropriate supportive professional relationships with program participants to encourage their success.
- Assist participants in setting and updating goals.
- Provision of referrals to other Center or community partner services as needed and appropriate.
- Provide career assessments, job training, and household financial management training
- Assist with removal of barriers to career development and job acquisition/maintenance
- Fully completing accurate Center and program paperwork, grant reports, and documentation in various in required systems and databases prior to deadlines.
- Various administrative paperwork duties.
- Learn community resources and engage partner agencies in successful provision of services.
- Work with Program and Center Case Managers to ensure participants and families are properly accessing available community resources.
- Collaborate with community partner agencies to access services for participants and families

- Build strong, healthy relationships with organization service recipients, staff, and partners.
 - Minimum of 15 Hours Continuing Education Training Annually
- Perform all other duties as assigned*

Knowledge, Skills, and Abilities

- Excellent interpersonal skills
- Excellent oral and written communication skills, flexibility, and organizational skills
- Graduation from college with accredited undergraduate degree.
- Ability to read, write and speak English: able to motivate participants as they establish enrollment and set plans for progress of goals, ability to teach, engage, nurture and support service participants
- Initiative to work independently while collaborating with Center and community partner agency staff.
- Strong computer/technology skills as well as data input ability
- Endorsement and support for the mission of the Circle of Care Center for Families and demonstrates commitment to philosophy of Family Preservation/Support Services
- Ability to lift up to 50 lbs.
- High ethical standards.
- No criminal record or history of founded child or adult abuse/neglect.

Education/Experience Requirements

- Minimum of an Undergraduate Degree from an Accredited College/ University
- Fluent Spanish not required but valuable

Position Details

- Full Time, 40 Hours/Week
- Working Hours
- Reports to YES! Supervisor who provides Reflective Supervision
- \$36,500-\$42,500
- Requires a minimum of 15 Hours Continuing Education Training Annually

Circle of Care Key Characteristics

Our core identity as a staff is that we are CARING. To live out this identity, these are the core values we seek to exude:

People Focused — Do you put people first? Are you passionate about partnering with individuals and families to bring long-term, positive change in people's (and especially children's) lives? Can you build relationships that create

better futures at various levels ranging from the individual life to the area as a whole?

Growth Oriented — Are you constantly looking to grow personally as a person as well as professionally? Do you set goals and deliver on commitments? Are you passionate about partnering with others to support their growth as they look to prevent and overcome life's challenges?

Hope Filled — Are you hope filled? Do you believe that tomorrow can be better than yesterday, the future better than the past? Are you able to look at lives, areas, and systems and tenaciously cling to the belief that things can change for the better?

We believe every child deserves their best opportunity to thrive. But, in order to do that they need the strongest possible family. We partner with individuals and families to provide resources and supports designed to prevent and overcome life's challenges. Because when families thrive, kids thrive. If you are people focused, growth oriented, and hope filled, [join our mission!](#)

At the Circle of Care, we believe everyone has worth and should have equal opportunities to receive employment and services without regard for race, religion, color, age, sex, orientation, identity, or disability. Which is why we are passionate about creating an inclusive workplace that promotes and values diversity and reflects the communities we strive to serve. The greatest work happens as the result of a diverse mix of people working together. So we are working to build a culture where diversity is the norm, not a program.