



Community Action Committee of Pike County

Youth Case Manager

Position Overview: Workforce & Business Development Division of the organization. Responsible for assisting customers with employment plan; identifying and developing short and long term goals and narrative.

Qualifications:

- Bachelor's Degree in Social Work, Human Services, Specialized Studies Degree with Case Management concentration or Education.

Preference:

- Five (5) years' experience in working with at-risk and/or individuals with barriers to education/employment may be considered in lieu of degree.

Requirements:

- 9th grade math proficiency level as demonstrated by testing.
- Must successfully complete pre-employment drug, alcohol test, Ohio BCI and FBI background check as required.
- Must possess a valid Ohio Driver's License, have reliable transportation, be insurable under agency plan and have up-to-date proof of insurance.
- Must have excellent written and verbal communication skills.
- Possess good proofreading skills.
- Ability to handle confidential information in a professional manner.
- An understanding of client case management, social services, employment and training resources available within the surrounding area.
- Must be familiar with pertinent workforce development legislation, applicable labor laws and general knowledge of other social services available within the Pike and surrounding areas.
- Experience with the process of college and university enrollment and progress toward degree/certification.
- Must have an operational knowledge of PC Operating Systems and Microsoft Office software package.
- Must be willing to work with a diverse population in varied settings, must possess good group and interpersonal skills.
- Demonstrate organizational, team building, group leading and event planning skills.
- Must be certified to administer Workforce Case Management or willing to complete as soon as Certification Training is available.
- Must be self-motivated and have the ability to do multiple tasks at any given time.
- Ability to communicate with the public in a friendly, courteous and pleasant manner.

Deadline: Until Filled

Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at www.pikecac.org and at our office in Piketon.

The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.

The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.

Job Title:	Youth Case Manager	Department:	Workforce & Business Development
Job Level:	9	Hours:	40 Hours Weekly (As Assigned)
Supervisor:	Case Management Coordinator	FLSA:	Non-Exempt
Human Resources Director's Signature: _____		Date: _____	
Employee Signature: _____		Date: _____	
Employee Printed Name: _____		September 2018	

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Requirements:

- 9th grade math proficiency level as demonstrated by testing.
- Must successfully complete pre-employment drug, alcohol test, Ohio BCI and FBI background check as required.
- Must possess a valid Ohio Driver’s License, have reliable transportation, be insurable under agency plan and have up-to-date proof of insurance.
- A signed Standards of Conduct Form.
- Must have excellent written and verbal communication skills.
- Possess good proofreading skills.
- Ability to handle confidential information in a professional manner.
- An understanding of client case management, social services, employment and training resources available within the surrounding area.
- Must be familiar with pertinent workforce development legislation, applicable labor laws and general knowledge of other social services available within the Pike and surrounding areas.
- Experience with the process of college and university enrollment and progress toward degree/certification.
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- Must be willing to work with a diverse population in varied settings, must possess good group and interpersonal skills.
- Demonstrate organizational, team building, group leading and event planning skills.
- Must be certified to administer Workforce Case Management or willing to complete as soon as Certification Training is available.
- Must be self-motivated and have the ability to do multiple tasks at any given time.
- Ability to communicate with the public in a friendly, courteous and pleasant manner.
- Work well with minimal supervision.
- Willing to work flexible hours.
- Remain calm in times of crisis.
- Work congenially with others.
- Must demonstrate a professional appearance.

Essential Job Functions:

- Responsible for determining eligibility and appropriateness for employment & training program services according to program guidelines.
- Responsible for ensuring compliance with State and/or Federal Regulations.
- Responsible for assisting with the development and administering of the Career Readiness Curriculum and Classes including preparation of customer resumes and cover letters as needed. The curriculum will be flexible enough to provide one on one or class size activities.
- Assist with the development and implementation of the State and/or Federal Employment & Training Programs.
- Responsible for collecting, organizing and analyzing information about individual customers through records, tests, interview and professional sources to appraise their interests, aptitudes and personality characteristics, and carrying out reasonable employment goals that will lead to family self-sufficiency.
- Responsible for case management duties, reviews, follow-ups and reports for all customers assigned. Obtains attendance reports and reviews for potential problems. Counsels customers as required for a successful completion of service plan.
- Responsible for providing placement in post-secondary training and/or unsubsidized employment and provides retention services to help ensure continued gainful employment.
- Develop and maintain good rapport with local industry, business, social service organizations, and training institutions.
- Perform outreach and recruitment for all programs and help improve the local awareness of OhioMeansJobs Pike County and the local employment and training program.
- Referral of customers to other agency programs as needed and perform back up duties for the OMJ Career Center.
- Responsible for input and updates of required information in applicable program data management system(s) within a timely manner.
- Responsible for administering and participating in cross training with one or more Employment and Training Staff.
- Attend meetings, conferences and training sessions related to the duties of this position and disseminate acquired information to appropriate individuals.
- Adhere to all agency safety policies and procedures.
- Perform any and all other tasks as directed by Supervisor.

Non-Essential Job Functions:

- Committee assignments

Other Skills/Abilities/Documentation

- Knowledge of Community Action Programs

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.