

Job Description

The P.O.W.E.R. Project Providing Opportunities for Work, Education, and Responsibility

TITLE: Employment Specialist/Case Manager

STATUS: Full-time, Non-Exempt

QUALIFICATIONS: BS/BA degree in human service field. Must be knowledgeable of area community services and organizations, job readiness, job placement, and case management services. Experience with adult clients conducting case management preferred. Requires a motivated, self-starter and cooperative attitude.

OVERVIEW: Work with each participant to develop an individualized action plan with the goal of continuous employment for payment of court ordered child support, self-sufficiency, and improved parenting skills. Provides career counseling, intensive job readiness, job search, job placement assistance, case management, provide referrals to address barriers to employment, training/re-training and follow up services. Recruits employers and mentors to work with adults in the P.O.W.E.R. Project.

DUTIES AND RESPONSIBILITIES:

1. Provide employment services to POWER clients in both group settings and individually:
 - a. Conduct program enrollment, orientation, and follow-up.
 - b. Obtain documents to determine employment eligibility, veteran's status for benefit coordination, household size, and other demographic required documentation.
 - c. Facilitate employment and career assistance. Refer clients to the Career Center or other programs as appropriate.
 - d. Assist clients with their career planning and career decision-making process.
 - e. Assess clients with job readiness, employment and training needs.
 - f. Facilitate and implement job readiness classes.
 - g. Find and provide clients access to on-the-job training or employer-as-mentor.

2. Provide case management and follow-up services to facilitate continuous employment
 - a. Conduct new client intake and ensure all supporting documents are verified and on file.
 - b. Manage a caseload of clients and maintain case files.
 - c. Monitor and verify services provided to each client on a monthly basis.
 - d. Monitor and document progress of clients.
 - e. At least monthly verify the employment status of each client.
 - f. Assist client to identify and remove barriers to employment and provide referrals to community agencies as needed.
 - g. Refer clients to area agencies and coordinate services as needed
 - h. Refer client to High School Equivalency program other interdepartmental programs as needed

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- i. Conduct follow-up services with clients regarding further career, educational or post-secondary development.
 - j. Report client progress as required to partner agencies, including the Child Support Division of Buchanan County.
3. Parenting Classes and support groups
 - a. Prepare lesson plans according to approved curriculum.
 - b. Provide lessons and facilitate support groups as assigned.
 - c. Prepare meeting space and arrange food and beverage, if needed.
 4. Community Outreach and Awareness
 - a. Conduct parent education classes, support groups, volunteer training, and other meetings as needed within the scope of the POWER Project.
 - b. Develop and maintain relationships with community organizations and educational institutions for the purpose of outreach, recruitment and positive public relations.
 - c. Develop, perform and assists with workshops pertaining to client's needs.
 - d. Present information regarding area programs and services to community groups, schools and organizations.
 5. Other Duties
 - a. Monitor and report program activities as directed.
 - b. Work to reach all program activity and performance outcomes.
 - c. Other duties as required

SKILLS & ABILITIES:

- Ability to provide positive, outstanding customer service
- Ability to maintain confidentiality
- Excellent interpersonal skills
- Motivated and able to work cooperatively in a team environment
- Knowledge and understanding of the job search process, and community resources
- Problem-solving, organization, and excellent oral and written communications skills

REQUIREMENTS:

- Local travel is required. Individual **must** possess a valid driver's license and access to a reliable, insured motor vehicle. A chauffeur's license may be required.
- Overtime may be required, including some evenings and weekends.
- Proficiency in a variety of computer software applications are required including Microsoft Office Suite, email and internet applications.
- Individual must pass a background check prior to employment, including a drug screening and the Missouri Family Care Safety Registry.