

District 1199C Training and Upgrading Fund GED to Careers Case Manager

Position Summary:

The GED to Careers Program serves over 50 students ages 17-24 per year at District 1199C Training and Upgrading Fund. The program is designed to work intensively with students over the course of one year, supporting them in achieving their GED and taking steps toward becoming work-ready or college ready as they prepare to enter the workforce. This position reports directly to the GED to Careers Lead Coordinator. This is a full time positions with benefits.

The GED to Careers Case Manager has responsibility for program implementation including:

Outreach and Recruitment

- Oversee & provide program recruitment process to ensure enrollment benchmarks are met.
- Ensure that recruitment activities include, but are not limited to partnering organizations and programs (i.e. e3 Centers, Foundation Program, Transition Program)
- Facilitate orientations with interested candidates
- Determine participant eligibility
- Oversee and monitor all enrollment data entry
- Conduct participant interviews along with program team
- Assist with program marketing

Case Management & Counseling

- Provide counseling and case management to students on weekly basis and as needed – both individually and in groups.
- Create Individual Service Strategies for each student and update as required
- Provide crisis interventions as needed.
- Make referrals to partners and community based organizations to meet student needs.

Job Development

- Develop and maintain relationships with local employers to assist participants in gaining employment.
- Attend meetings offsite with the objective of creating employment opportunities for youth.
- Establish partnerships with other organizations that can support our efforts around job development and placement opportunities
- Plan and implement job fairs and career panels
- Develop career exposure opportunities for participants including job shadowing, and internship opportunities
- Case Manager will provide follow up services to participants who have been exited from the program for 12 months post exit.

Career Coaching & Placement Support

- Facilitate workshops focused on career readiness, and career exploration
- Meet with students one on one to assess their employment needs and provide coaching
- Match qualified students with openings
- Set up referral system with employers and track outcomes of referrals
- Analyze results of referrals, identify areas for improvement and work with program staff to improve outcomes
- Work with students to develop resumes, fill out applications and practice skills needed when interviewing
- Follow up with students and employers to support issues that may arise
- Develop a system that tracks student progress upon completion of the program and supports the project around tracking outcomes

Data and Administration

- Reconciliation of case management file and organization to the funder as requested
- Entry of case notes for each interaction with students
- Entry of case notes for each student in follow up
- Responsibility to support all data entry, outcome tracking and reporting. Ensure that files are prepared and ready for required audits.
- Issuing incentives and transportation for students

Additional responsibilities

- Participate in program trainings
- participate in team meetings with Directors, Instructors, and Funders
- Review all participant files for audit purposes
- Assist participants to achieve goals as outlined in contract guidelines
- Ensure program documents are complete, current and stored properly
- Ensure that all participant activity is entered into required data systems
- Other duties as assigned

General Competencies Required:

Champions Mission:

- Understands and actively supports the mission of the Training Fund and District 1199C and the impact the organization has on its stakeholders.
- Understands his/her role in supporting the growth of the Training Fund.

Commits to Service:

- Dedicated to meeting the expectations and needs of internal and external customers.
- Treats colleagues as “internal customers” with commitment to understanding and addressing their expectations.

Delivers Excellence:

- Can be counted on to meet goals successfully, on time and to follow through.
- Is solution oriented; takes initiative and ownership of work.
- Takes pride in delivering a high quality product.
- Spends time on what’s important; organizes and continuously prioritizes work.

Is Accountable for Results:

- Achieves results by keeping commitments
- Takes responsibility for actions, both individually and as a member of a team
- Acts ethically and with integrity.
- Demonstrates a strong work ethic.
- Responds flexibly to change; easily and positively makes transitions to the new and different.

Communicates Effectively:

- Communicates clearly and accurately in written and verbal form.
- Ensures that information is shared with whoever it will affect, directly or indirectly.
- Is open and respectful when giving or receiving feedback.
- Practices attentive and active listening.
- Responds to conflict quickly and effectively.
- Maintains composure under pressure.
- Works collaboratively and cooperatively with others and across departments agency-wide.
- Practices empathetic, non-judgmental communication.

Values Diversity:

- Contributes to a work environment in which individuals perceive that their uniqueness is respected and valued.
- Sees diversity as essential to the success of the organization.

Education/Experience:

- Bachelors degree required, masters preferred.
- A minimum of 5 years of experience working with young adults preferably out of school or at-risk youth.
- Background in education or social work preferred, but not required.
- Must show track record of developing innovative programming for youth and provide examples of such.
- Excellent documentation, organization and administrative experience required.

Technical Skills:

Knowledge of Microsoft Excel, Outlook, Word and Windows Operating System required.

Working Conditions:

Working conditions are those normally found in an office environment.

Please submit a resume and cover letter to Roland Williams @ rwilliams@1199ctraining.org