

Employee Connections, Inc. NFP

Job Title:	Case Manager - Youth Investment and Employment Programs		
Associate Group:	Youth Investment and Employment Programs - Grant Project	Job Code:	CM-112020
Location:	Waukegan, Illinois	Travel Required:	Lake County
Level / Salary Range:	Monthly Salary \$2,500	Position Type: Project – Full-time	<p>This is a grant funded program project position.</p> <ul style="list-style-type: none"> ▪ This position will be an initial 7 month position to complete year 1 of our program. ▪ Strong possibility of continuation of employment for program project years 2 and 3. ▪ This is career pathway growth position.
Company Information:			
<ul style="list-style-type: none"> ▪ Who We Are. Employee Connections is a 501 (c) (3) not-for-profit employment education/training agency providing employment education training programs and services that prepare and connect low income and disadvantage youth and adults with job opportunities. ▪ Our Mission... <i>“To prepare low income and at risk individuals with opportunities to connect with compassionate employers”. Also, to reconnect youth and adults with barriers to their educational and career goals through providing them with supportive services; and delivering a high performing innovative Youth Comprehensive Career Pathway Program with integration of services.</i> 			
Work Remotely:			
<ul style="list-style-type: none"> ▪ Yes, temporarily due to COVID-19. In Office is very limited. Social Distancing with Required PPE COVID-19 Precautions 			
Work Week:			
<ul style="list-style-type: none"> ▪ Monday – Friday. Rotation of off days on Friday 			
COVID-19 Precaution(s):			
<ul style="list-style-type: none"> ▪ Remote interview process ▪ Personal protective equipment provided or required ▪ Temperature screenings ▪ Social distancing guidelines in place ▪ Virtual meetings ▪ Sanitizing, disinfecting, or cleaning procedures in place 			
HR Contact:	Cynthia Harris	Date Posted:	11-20-20
Will Train Applicant(s):		Posting Expires:	With position(s) are filled
Apply Online At www.myemployeeconnections.com			
Tel. (847) 360-7177 Fax (847) 406-3106 E-mail cynthia@myemployeeconnections.com Attention: Human Resources & Recruiting Job Code: CM-112020		Mailing Address: Employee Connections Human Resources & Recruiting 2504 Washington Avenue • Suite 602 Waukegan, Illinois 60085	
JOB DESCRIPTION			
<p>Too many of our youth are facing challenges that put them at risk. Our mission is to provide these youth with the appropriate case management support services to will reconnect them with their education and career goals; and get them on a road to success. The person for this position has to have a heart of compassion, patience, be an innovative thinker, diligent and desire to work with and help youth with barriers and is a team player. In this position, the Case Manager will be working with youth ages 16-24 and some young adults over the age of 24, including youth involved in/or at risk of gang activity, to succeed and avoid negative impact on their futures by identifying their goals & strengths and tracking progress; coordinating needed services; providing warm referrals, individualized support & advocacy; and facilitating groups. Required: Ability to build trusting relationships while maintaining appropriate boundaries; knowledge & understanding of the systemic, socio-economic, educational, behavioral health & other challenges our youth confront including trauma & knowledge of gang culture; ability to meet individuals where they are; build community connections; and work as a member of a supportive Case Management team. Lived experience & multilingual/multicultural fluency are a plus. The person for this position must have experience in taking and reporting well documented monthly case notes on the progress of program youth participants. Prior experience with proven at risk youth and case management experience required. Social worker experience is a plus. Reports to the Case Management Supervisor.</p>			

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Job Title:	Case Manager - Youth Investment and Employment Programs (Continued)
<u>DUTIES AND RESPONSIBILITIES:</u>	
<ul style="list-style-type: none">▪ Conduct Intake and Assessments of youth customers.▪ Verify youth customers' eligibility documents for program.▪ Provide assistance to Director of Training and Case Management Team in making sure youth complete required assessments:▪ Develop an Individualized Services, Training, and Employment Plan (ISTEP) – In collaboration with individual youth participants and providers.▪ Utilize assessment data to develop a comprehensive college and career plans that will address each participant's short term and long term goals for employment.▪ Assess youth customer support needs and direct them to appropriate in-house services or external resources and conduct follow-up to ensure continuum of services.▪ Correspond with collateral contacts, resource referrals, community agencies, bureaus, facilities, and other entities on behalf of Employee Connections, youth customers and their families.▪ Ensure that youth customers receive the most efficient and professional assistance, support and guidance.▪ Serve as a team player by maintaining open communication with the entire program staff and assisting other staff when needed.▪ Participate actively in program-related conferences, workshops and training as needed.▪ Other duties as assigned.	
<u>QUALIFICATIONS (SKILLS/KNOWLEDGE AND ABILITIES):</u>	
<ul style="list-style-type: none">▪ Bachelor Degree in Social Work or Human Services Field, with 1 to 2 years of experience in Human Services work related field.▪ Must obtain and maintain transportation and valid driver's license.▪ Well organized with the ability to provide Career/Educational support to youth in Lake County.▪ Innovative, dependable and diligent▪ Ability to respond appropriately to the cultural differences present among the agency's service▪ Experience working for a not-for-profit organization is a plus▪ Experience in working with low-income disadvantaged youth with barriers▪ Experience working with the Illinois WorkNet is a plus	
<u>Benefits:</u>	
<ul style="list-style-type: none">▪ Paid Vacations (After 90-days with company)▪ Sick Days (After 90-days with company)▪ Personal Days (After 90-days with company)▪ Bonuses - Based on Job Performance▪ Continuous Education Reimbursements for Company related courses – Requires Management Approval	

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Job Title:	Case Manager – Youth Investment and Employment Programs (Continued)		
JOB DESCRIPTION (CONTINUED):			
<u>REQUIREMENTS:</u>			
<ul style="list-style-type: none"> ▪ Demonstrate time management and organizational skills. The ability to manage multiple priorities under changing circumstances and timeframes. ▪ Excellent verbal and written communication skills ▪ Excellent interpersonal group communication skills ▪ Office Productivity Knowledge of MS Office ▪ Ability to work in a team environment ▪ Organized and efficient in record keeping and updating ▪ Conflict resolution skills ▪ Customer service skills ▪ Must have own transportation (reliable vehicle) ▪ Must have a valid driver's license ▪ Must have valid car insurance ▪ Must be able to pass a drug test and background check <ul style="list-style-type: none"> ○ Criminal background check (Required) ○ US work authorization (Required) 			
- To Be Completed By Human Resource Department Representative Only -			
Reviewed By:		Date:	
Approved By:		Date:	