

## Employee Connections, Inc. NFP

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| <b>Job Title:</b>  | Case Management Assistant- Youth Investment and Employment Programs |   |  |
| <b>Associate Group:</b>  | Youth Investment and Employment Programs - Grant Project            | <b>Job Code:</b>  | CMA-112020   |
| <b>Location:</b>   | Waukegan, Illinois  | <b>Travel Required:</b>   | Lake County  |
| <b>Level / Salary Range:</b>   | Hourly Rate: \$15   | <b>Position Type:</b><br>Part-time  | <p>This is a grant funded program project position.</p> <ul style="list-style-type: none"> <li>▪ This position will be an initial 7 month position to complete year 1 of our program.</li> <li>▪ Strong possibility of continuation of employment for program project years 2 and 3.</li> <li>▪ This is career pathway growth position.</li> </ul> |
| <b>Company Information:</b>  |   |   |  |
| <ul style="list-style-type: none"> <li>▪ <b>Who We Are.</b> 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.</li> <li>▪ <b>Our Mission...</b> <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></li> </ul> |   |   |  |
| <b>Work Remotely:</b>  |   |   |  |
| <ul style="list-style-type: none"> <li>▪ Yes, temporarily due to COVID-19. In Office is very limited. Social Distancing with Required PPE COVID-19 Precautions</li> </ul>  |   |   |  |
| <b>Work Week:</b>  |   |   |  |
| <ul style="list-style-type: none"> <li>▪ Monday – Friday. Rotation of off days on Friday</li> </ul>  |   |   |  |
| <b>Work Week Hours -</b> 25 - 30 per week  |   |   |  |
| <b>COVID-19 Precaution(s):</b>   |   |   |  |
| <ul style="list-style-type: none"> <li>▪ Remote interview process</li> <li>▪ Personal protective equipment provided or required</li> <li>▪ Temperature screenings</li> <li>▪ Social distancing guidelines in place</li> <li>▪ Virtual meetings</li> <li>▪ Sanitizing, disinfecting, or cleaning procedures in place</li> </ul>   |   |   |  |
| <b>HR Contact:</b>   | Cynthia Harris  | <b>Date Posted:</b>   | 11-20-20   |
| <b>Will Train Applicant(s):</b>  |   | <b>Posting Expires:</b>   | With position(s) are filled  |
| <b>Apply Online At <a href="http://www.myemployeeconnections.com">www.myemployeeconnections.com</a></b>  |   |   |  |
| <b>Tel.</b> (847) 360-7177<br><b>Fax</b> (847) 406-3106<br><b>E-mail</b> <a href="mailto:cynthia@myemployeeconnections.com">cynthia@myemployeeconnections.com</a><br><b>Attention:</b> Human Resources & Recruiting<br><b>Job Code:</b> CM-112020  |   | <b>Mailing Address:</b><br>Employee Connections<br>Human Resources & Recruiting<br>2504 Washington Avenue • Suite 602<br>Waukegan, Illinois 60085 |  |
| <b>JOB DESCRIPTION</b>   |   |   |  |
| <p>The ideal person for this position is a person seeking to gain experience in the field of case management work, has a passion for working for a non-profit agency; and has a passion for assisting a Case Management Team. This position requires a team player who will be committed to assisting our team in providing the essential case management wraparound support services to youth with barriers. The Case Management Assistant reports directly to the Case Management Supervisor. This position has great potential for career growth in Case Management.</p>  |   |   |  |

# Employee Connections, Inc. NFP

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|-------------------|---|
| <b>Job Title:</b> | Case Manager - Youth Investment and Employment Programs (Continued) |
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**DUTIES AND RESPONSIBILITIES:**

- **Case Management Support:**
  - Assist Case Management Supervisor in program projects
  - Assist in all assigned Case Management functions
  - Assist in in-service trainings
  - Assist in outreach and communications to youth regarding appointments, upcoming meetings and activities
  - Assist in contacting colleges for college tours
  - Researching resources for youth
  - **Assist in Youth Committee Group, Leaders In Training “LIT” Liaison to the Community Committee Board:**
    - Youth meeting and team building activities
    - Sending Communications to youth, flyers, emails, text & voice mail messages on trainings, meetings and events and other activities
    - Attend virtual E-Learning training to observe youth participants participation

**QUALIFICATIONS (SKILLS/KNOWLEDGE AND ABILITIES):**

**Education, Training and Years of Experience:**

- High School diploma or equivalent required
- Must be knowledgeable of Microsoft Office products
- Experience in working with youth related programs and services is a plus
- Experience in working in an environment that provides services for low-income, at-risk and disadvantage youth and adults is a plus
- Experience in working with non-profit organizations is a plus

**Requirements:**

- Ability to coordinate, analyzes, observe, make decisions, and meet deadlines in a detail-oriented manner.
- Ability to work independently without supervision
- 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
  - Criminal background check (Required)
  - US work authorization (Required)

**Benefits:**

- 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

**- To Be Completed By Human Resource Department Representative Only -**

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|---------------------|--|--------------|--|
| <b>Reviewed By:</b> |  | <b>Date:</b> |  |
| <b>Approved By:</b> |  | <b>Date:</b> |  |

# **Employee Connections, Inc. NFP**