

JOB TITLE: Project Advance Case Manager (Full-time Position) (Grant funded to 9/30/2011)

SUPERVISOR: Project Advance Program Manager/Post Placement Specialist

BASIC FUNCTION: Work with Project Advance Program Manager for identification of Project Advance clients for welding and/or machine tool training. Function as case manager for clients from recruitment through job placement.

EDUCATION/EXPERIENCE REQUIRED: Bachelors Degree in sociology, social work or a related field. Prefer 3 to 4 years experience counseling lower income individuals, especially in the job training and job placement arena.

PAY RANGE: \$28,000 to \$32,000

DUTIES AND RESPONSIBILITIES:

- A. Program Management
 - 1. Report monthly on financial status of assessment and training expenses.
 - 2. Coordinate assessment activity and access to educational activity.
- B. Recruitment
 - 1. Assist Program Manager in recruitment activity.
 - 2. Determine eligibility of potential participants of Project Advance.
 - 3. Coordinate client status reports according to grant guidelines.
- C. Assessment
 - 1. Coordinate assessment activities.
 - 2. Refer participants to organizations that may augment services beyond those of the grant.
 - 3. Provide needed recruitment information for assessment purposes.
 - 4. Create individual plans for each participant in Project Advance based on information resulting from the assessment process.
 - 5. Complete necessary client follow-up on assessment.
 - 6. Observe curriculum delivery during the training classes to ensure training delivery in areas of need.
- D. Supervision
 - 1. Supervise clients during assessment and training according to the guidelines of Project Advance.
- E. Coordination
 - 1. Attend monthly communication meetings for Project Advance
 - 2. Keep all involved staff informed of the status of all clients.
 - 3. Maintain timeliness of recruitment, assessment, training and placement for each client.
 - 4. Explain options to clients who may require access to pre-training.
 - 5. Coordinate transportation and child care options, if needed, for each client.
- F. Educational activities
 - 1. Create training in the designated content areas for each client.
 - 2. Oversee curriculum development and delivery by educational providers.
 - 3. Create feedback to training staff about applicability of training to the on-the-job portion of the training process
 - 4. Determine if training is successful for clients according to grant guideline measures.