



Job Title: Case Manager
Reports to: Program Director
Status: Full-Time, Exempt

Broad Scope & Function of Position

Responsible for working with the Project Director in the areas of recruitment, assignment, placement and training of seniors for employment within the federal guidelines of the Senior Community Service Employment Program (SCSEP). Supervises and supports a team of participants that monitor, and offer assistance as needed to assure a positive training assignment is accomplished at host agency sites. Develops strategies for meeting the unsubsidized goals, service level and most in need goals. Assist the Director in drafting the annual goals and strategies to meet or exceed SSAI performance expectation.

Major Duties & Responsibilities:

Is responsible for, but not limited to, the following:

1. Supervision 30%

- Train and supervise SCSEP Field Representatives on how to conduct the initial assessments, job coaching techniques, developing community resources, and direct their daily functions.

2. Recruitment of SCSEP participants 20%

- Develop and maintain a relationship with workforce centers and other community resources to assure qualified SCSEP enrollments are meeting our service level goals, unsubsidized placement and MIN goals.
- Handles a case load of participants in the program; monitors work sites; hosts job fairs, and meet with agencies that provide information to seniors at community senior centers.
- Annually evaluate services provided to the participant through meetings with Host Agency Supervisors twice a year.

3. Job Placements 20%

- Develop job opportunities throughout the community to reach or exceed unsubsidized placement goals.
- Provide job skills training to SCSEP participants to maximize employability and unsubsidized placement.

4. Case Management 20%

- Establish & maintain relationships with SCSEP participants; complete reassessment, individual employment plans/plan updates; and provide referrals for supportive services as needed.

5. Documentation and Quality Assurance 10%

- Ensure case notes are updated, accurate and legible; ensure hard copy files meet all SSAI requirements. Assist in ensuring the timely response to all SSAI/SPARQ and ESNS ClientTrack documentation requirements.

Qualifications:

Education

- BA Degree in Human Services or related field.

Experience

- Minimum of two years of experience working with older adults in the employment field.
- Must possess good interviewing skills.
- Must possess knowledge of community and agencies.
- Must be able to visit host sites.

Compensation: \$38,480-\$41,600 annually, depending upon qualifications. Generous benefits including: Health, Dental, retirement, paid time off.

Application deadline: June 8 or until filled

Send Resumes/Application to: East Side Neighborhood Services, 1700 Second St NE, Minneapolis, MN 55413; or by email at humanresources@esns.org; www.esns.org

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