
Job Posting

Position: Matching Grant Case Manager
Department: Employment Services
Reports to: Employment Programs Director
Application Process: Email resume and cover letter to Shadin Atiyeh at shadin@jfsann Arbor.org. No phone calls, please.

Overview of Position

To provide case management, job development, and volunteer coordination in service of refugees and other eligible populations.

Requirements

- Provides case management including assessment, testing, counseling, daily interaction with clients and follow up.
- Works closely with clients on barrier removal (problems preventing the clients from obtaining and retaining employment), one-on-one and/or in group settings.
- Participates in volunteer recruitment, training, and oversight and documents volunteer participation in the program.
- Participates in obtaining and documenting donations, both financial and in-kind for clients in the program.
- Assists clients with resume preparation, cover letters, portfolios, interviews.
- Actively engages in job development.
- Assists with job placement and continues to monitor job retention.
- Networks with employers/other employment agencies and works closely with other MWAs to develop jobs.
- Represents the agency at **Department of Health & Human Services** and other functions related to DHHS, Michigan Works Southeast! and other community partners.
- Classroom instruction: develops and leads employment-related classroom activities, workshops.
- Works closely with **English as Second Language Instructors/Volunteers/ Tutors** on the development/implementation of Vocational ESL curriculum.
- Maintains client-related documentation standards by preparing and completing in a timely manner all required records and reports for all assigned clients.
- Maintains safe and clean working environment by complying with health and safety guidelines

Other Duties, Responsibilities, and Competencies

- Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
- Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.

- Contributes to effective use of agency resources by identifying and implementing options for cost containment.
- Contributes to team effort by accomplishing related results as needed.
- Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
- Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining a professional manners and appearance at all times.
- Maintains safe and clean working environment by complying with health and safety guidelines.

Employment Qualifications

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in human services related field required.
- Must have working knowledge of Microsoft Word, Outlook, and databases
- Must have excellent organizational skills to work in a team-oriented, fast-paced environment
- Excellent oral and written communication skills
- Experience working with a diverse population of clients
- Multilingual ability preferred