Job Title: Career Specialist – Case Manager

Job Type: Full-Time

Location: Montevideo, MN

Language: English (Required) | Bilingual (Preferred)

PURPOSE OF THE POSITION:

Coordinate and provide employment and training services within designated area for WIOA Adult, WIOA Dislocated Worker, State Dislocated Worker programs and Special Projects. Responsible for wide variety of customer groups and services.

GUIDELINES REGARDING QUALIFICATIONS:

* Associate degree in human services, counseling, or related area and/or years of experience in human services program.
* Computer skills needed include, at minimum, Windows and Word processing.
* Familiarity with employment and training programs.
* Knowledge of other social service agencies.
* Ability to develop and maintain effective working relationships with applicants, community groups, employers and other employees.
* Ability to express self both orally and in writing.
* Ability to function independently and stay task focused.

* Ability to serve as a positive role model and make appropriate decisions and use motivational techniques with customers.
* Ability to teach Workshops and Job clubs.
* Ability to have reliable transportation as travel is required.

DUTIES AND RESPONSIBILITIES:

* Maintain knowledge of MFIP/DWP eligibility, policies and procedures.
* Maintain proper file documentation on customers such as progress notes, written correspondence, telephone logs, change of status, change of address, employment, and all other required documents and forms as noted in the MFIP/DWP monitoring guide.
* Develop employment plan for each participant and determine services to be provided.
* Develop and maintain quality-working relationships and refer clients as needed to other social service agencies in the assigned area.
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* Coordinate support services assistance for customers, such as daycare, transportation, etc.
* Regularly monitor progress with customers.
* Provide overviews at MFIP orientations
* Assess employment and training needs of eligible customers, develop goal settings / needs plan for each customer and recommend services to be provided on an individual basis.
* Develop appropriate worksites in area communities (i.e. work experience and OJT) by making employer contacts for possible job development.
* Provide job leads and referrals to assist individuals to secure self-sufficient employment.
* Maintain knowledge of WIOA / Dislocated Wo0rker eligibility, policies and procedures.
* Maintain proper CareerForce One file documentation on customers such as progress notes, written correspondence, telephone logs, change of status, change of address, employment and all other required documents and forms.
* Awareness of program budgets and outcomes to ensure customer success.
* Organize and conduct job seeking skills workshops, including individual assistance with goal setting and resume preparation.
* Participate in appropriate meetings, trainings and conferences.
* One-to-one and group work with customers on personal issues and career development.
* Attend and represent PIC at monthly/quarterly meetings with assigned counties.
* Assist with public relations for PIC through relationships with county agencies, employers, customers, and other groups or individuals as appropriate, including public presentations.
* Assist in covering reception/front desk area when needed.
* Other duties as assigned.

Please send a letter of interest and resume to Tim Jones at [tjones@swmnpic.org](mailto:tjones@swmnpic.org) or by mailing to:

SW MN Private Industry Council

607 West Main St

Marshall, MN 56258

Attention: Tim