

CAREER SPECIALIST/CASE MANAGER – JACKSON/COTTONWOOD OFFICE

The Career Specialist/Case Manager will coordinate and provide employment and training services for Welfare to Work Programs (MFIP/DWP/SNAP) in Cottonwood and Jackson Counties. 32 hours per week.

Responsibilities: Maintain knowledge of MFIP/DWP and SNAP eligibility, policies, and procedures while assessing customer needs and developing individualized employment plans. Maintain customer file documentation, monitor progress, and ensure compliance. The position also involves referring customers to relevant resources, coordinating support services such as daycare and transportation, and building relationships with other social service agencies. Job development, workshop organization, and participation in orientations, meetings, and training are key tasks. The position requires representing the program at meetings, ensuring proper financial resource management for clients, and completing additional assigned duties.

Qualifications: Related experience and/or education equivalent to an associate's degree or higher in social services, counseling, or related areas. Familiarity with employment and training programs and social services agencies are helpful. Computer knowledge and ability to function independently is required. Bilingual skills a plus. Diverse candidates are encouraged to apply.

Please send a letter of interest and resume to Amy Khamphanh at akhamphanh@swmnpic.org.

An Equal Opportunity Employer/Provider. A Proud Partner of the American Job Center Network. Upon request, this information is available in alternate format.