

## JOB DESCRIPTION

JOB NUMBER – 031

<b>POSITION:</b>	Case Manager - Employment Services Specialist I
<b>COMPENSATION:</b>	\$22–24 per hour
<b>SUPERVISOR:</b>	Eastern Regional Manager – Joyce Jones
<b>FLAS STATUS:</b>	Non-Exempt
<b>JOB SITE LOCATION:</b>	Butte County, CA

**SUMMARY:** Located on the beautiful North Coast, The Northern California Indian Development Council, Inc. is a private Non-profit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

The Case Manager reports to the Eastern Regional Manager and works in the Butte County area. The Case Manager works directly with the Eastern Regional Director to provide case-managed services to low income Native American clients. The Case Manager establishes partnerships with employers and training facilities to identify present and future requirements, preparing participants for integration into the labor market, stability and self-sufficiency.

**REQUIREMENTS:** Applicant must have an Associate of Arts (AA) Degree (or better) in Business Administration, Psychology, Sociology, or related field, and two (2) years of experience in Workforce Investment Act (WIA) programs (currently transitioning to WIOA), or a minimum of four (4+) years prior experience in U.S. DOL funded employment and training programs. Applicants should have case-management experience. Must have appropriate knowledge of employment and training program rules and regulations, allowable activities, and field operations. Writing, verbal communication and computer skills are required. Ability act as an advocate for program participants with employers, social services agencies, and training schools. Skill in interviewing and knowledge of counseling techniques is necessary. Must have knowledge of and ability to relate and establish a working rapport with the local Indian communities and public agencies. This job may involve travel to around Butte, Humboldt, Shasta and Siskiyou counties. Must have reliable transportation, a valid California drivers license, adequate insurance and a clean driving record that meets NCIDC insurance standards.

**RESPONSIBILITIES:** The Employment Specialist will be responsible for providing case-managed services to program participants including initial assessment, counseling, employment & training program placement, job development, and monitoring in accordance with program regulations. Specific duties include: a.) intake and assessment; b.) conducting individual and group training on job search skills; c.) provision of job counseling and client evaluation to develop an individual service strategy plan and determine appropriate program design; d.) job development; e.) referring participants to prospective employers; f.)

monitoring participants progress; g.) assistance in solving client problems, job restructuring and arranging supportive services as needed; and h.) performing follow-up to evaluate the success of job placement activities. Individual and family emergency and support services will also be provided in a case-managed environment.

The Employment Specialist will be responsible for developing and maintaining positive working relationships with employers in order to place participants into unsubsidized employment. This includes contacting employers to develop unsubsidized job opportunities for program participants; informing them of the functions and goals of the employment and training programs; soliciting job orders; negotiating and drafting contracts; keeping accurate and current records of all training contracts; and conducting onsite reviews of employing agencies and training locations.

The Employment Specialist will be responsible for developing and maintaining information on the labor market employers within their region and for the daily operations of respective regional program activities. Other responsibilities include but are not limited to: Operation of multiple computerized database and reporting systems, submission of monthly program activity and other required reports; business correspondence; oversight of other service and assistance programs; and addressing the NCIDC Council and other business meetings as necessary. Additional job-related duties may be assigned as required.

*Native American Hiring Preference Applies per the EEOC Policy Statement 915.027 on Indian Preference under Title VII.*