

**NORTHERN CALIFORNIA
INDIAN DEVELOPMENT COUNCIL, INC.**

241 F STREET • EUREKA, CALIFORNIA 95501 • (707) 445-8451 • WWW.NCIDC.ORG

JOB DESCRIPTION

Job Number - 006

JOB TITLE: WIOA/CSBG Case Manager
JOB LOCATION: Eureka, CA
SUPERVISOR: Executive Director
SUPERVISES: Program Assistant
FLSA Status: Non-exempt
COMPENSATION: \$22.00 - \$26.00 an hour

SUMMARY: Located on the beautiful North Coast, the Northern California Indian Development Council, Inc. is a private nonprofit 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.

REQUIREMENTS: Applicant must have an Associated Arts (AA) Degree (or better) in Business Administration, Psychology, Sociology, or related field, and two (2) years of experience in Workforce Innovation and Opportunity Act WIOA, or a minimum of four (4+) years prior experience in U.S. DOL funded employment and training programs. Applicant should also have an understanding of Community Service Block Grant (CSBG) funded emergency and supportive service programs leading low-income Native clients and families to stability and self-sufficiency.

Must have appropriate knowledge of employment and training program rules and regulations, allowable activities, and field operations. Must have knowledge of and ability to relate and establish a working rapport with the local Indian communities and public agencies. This job involves travel to eastern Humboldt County and Trinity County, as well as periodic meetings and conferences in and out of state.

RESPONSIBILITIES: The Case Manager 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 interviewing and professional 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 Case Manager 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 Case Manager 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.

LANGUAGE ABILITY: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write complex correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATH ABILITY: Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

EQUIPMENT/COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of word processing software and spreadsheet software. Basic internet usage. Ability to use a MAC computer is preferred but not required.

CERTIFICATES AND LICENSES: California Driver's License, clean DMV record. Valid vehicle insurance.

WORK ENVIRONMENT: The noise level is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.