



## Vacancy Announcement

### **Northern Virginia Ticket to Work Program Case Manager**

The *SkillSource* Group, Inc. (SSG) provides workforce development and employment placement services throughout the Northern Virginia region. The Ticket to Work Case Manager will deliver services associated with the Northern Virginia Ticket to Work Program.

#### **Key Responsibilities and Goals**

The *SkillSource* Ticket Case Manager will address the needs of individuals with disabilities seeking training and employment opportunities through the Northern Virginia workforce system. The Case Manager will provide expertise and serve as a resource person to the workforce investment system and individuals with disabilities, including Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) disability and blindness beneficiaries. The Case Manager will have expertise regarding the Northern Virginia Workforce System partner programs, services, and information and SSA work incentives and other employment support programs.

It is expected that the Case Manager will work to address the needs of individuals with disabilities seeking training and employment opportunities through the Northern Virginia workforce system. The Case Manager will be expected to increase employment and self-sufficiency for individuals with disabilities by linking them to employers and by facilitating access to supports and services that will provide transition to employment. The Case Manager is expected to monitor and report TTW customer progress and track job placement and retention information including wage and benefits data in a timely manner to the Ticket to Work Project Director.

#### **Key Qualifications**

As a prerequisite, the Ticket to Work Case Manager must believe in the core values of the *SkillSource* Group and the Northern Virginia Workforce System and be driven by the mission. The incumbent should demonstrate a passion for breaking new ground to lead change and provide services. Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; the ability to balance the delivery of programs against the realities of a budget; and problem solving and project management. Must be able to maintain a high level of ethical conduct regarding the protection of Personally Identifiable Information (PII), confidentiality, dual-relationships, and professional stature. Ability to legally operate a motor vehicle and provide own transportation.



## **Duties**

- Serves as an expert on workforce development issues and policies impacting adults with disabilities who are seeking employment, skill development, job retention assistance, or career advancement through the Northern Virginia Workforce System.
- Develops linkages and collaborates on an ongoing basis with employers and community stakeholders to facilitate job placements for individuals with disabilities.
- Serves as a resource within the Northern Virginia workforce system community to ensure the availability of comprehensive knowledge on federal, state, local, and private programs that impact the ability of individuals with disabilities to enter and remain in the workforce.
- Be actively and directly responsible for 45-75 Ticket cases assigned to The *SkillSource* Group, Inc. at any one time.

## **Education and Experience Requirements**

The Northern Virginia Ticket to Work Case Manager must possess the following educational achievements and qualifications:

- A Bachelor's Degree in social services, human services, public administration, or a related field, plus at least 2 years of progressively responsible case management experience in support of adult job seekers. Direct experience in supporting adults with disabilities is a plus.
- Strong work ethic, integrity, maturity and good judgment, an ability and willingness to multi-task, a great sense of humor and excellent proficiency in Microsoft Office products.

The Ticket to Work Case Manager reports directly to the SSG Ticket to Work Project Director. Preferred qualifications include knowledge of the Public Workforce System and a recognized certification in Social Security Work Incentives. Additional language skills a plus.

## **Compensation/Benefits:**

Salary: Negotiable, based upon experience and education. Outstanding benefits package, including employer – paid vacation, holiday and sick leave; medical, dental and vision insurance; Health Savings Account; 401 (k) Plan with employer contribution and employee deferral opportunities; Employee Assistance Plan; and life, short-term and long-term disability insurance.

**Location:** The incumbent will work remotely rotating between the different *SkillSource* centers with frequent travel throughout the Northern Virginia region. Routine travel to the *SkillSource* Group, Inc. administrative offices located at 8300 Boone Blvd., Suite 450 Vienna, VA 22182 is expected. Free parking available.



**How To Apply:**

Send a letter of application and resume to The *SkillSource* Group, Inc., attention David Hunn, to the SSG mailing address or by email to [info@myskillsource.org](mailto:info@myskillsource.org). **The application deadline is Friday January 10, 2014 at 5:00 p.m. EDT.**

The *SkillSource* Group, Inc. is an equal opportunity employer.

A Virginia and Federal Criminal Background Check will be conducted prior to an employment offer. Employment is contingent upon a successful suitability determination by the Social Security Administration authorizing the incumbent to perform on the *SkillSource* contract award.