



VACANCY ANNOUNCEMENT

EMPLOYMENT SERVICES CASE MANAGER SERVING YOUNG ADULTS FREDERICKSBURG, VIRGINIA REGION

About the Position

The Employment Services Case Manager role is a new opportunity to serve out-of-school young adults, ages 16 – 24, to overcome barriers and develop marketable skills needed to enter the workforce in the Fredericksburg, Virginia region. The Employment Services Case Manager will develop referral networks to connect with eligible young adults to enroll in the Federal Workforce Innovation and Opportunity Act (WIOA) program and support them in identifying their needs for remedial education, job training, and other services for placement into employment. The Employment Services Case Manager will also be responsible for developing and establishing relationships with local and regional employers for the success of the program.

Description in Brief

The Employment Services Case Manager will support young adult jobseekers, ages 16 – 24, who meet Federal WIOA eligibility requirements to acquire marketable skills and recognized post-secondary credentials in order to secure competitive integrated employment in high-demand occupations.

Qualities of the Employment Services Case Manager

The ideal candidate for the Employment Services Case Manager possesses:

- Direct experience and success in working with out-of-school young adults.
- High degree of self-direction to achieve objectives.
- Talent for reaching out and working with multiple stakeholders.
- Knowledge of the regional labor market for the City of Fredericksburg, Virginia and surrounding counties
- Strong written and oral communication skills.
- Ability and willingness to work as part of a team.

Knowledge/Skills/Expertise

Successful candidates possess the following knowledge, skills, attitudes, and attributes:

- Ability to work independently, self-initiate tasks, prioritize duties and meet deadlines, and self-monitor performance.
- Ability to work in a team and collaborative environment.
- Demonstrated ability to collaborate with multiple stake-holders.
- Ability to gain knowledge through training and self-guided learning.

- Proficiency with computers, including Microsoft Office Suite.

Responsibilities and Essential Functions

Responsibilities and Functions include, but are not limited to, the following:

- Provides case management and community and business development for the WIOA employment and training program, especially for out-of-school young adults.
- Reports and tracks client outcomes, activities, and case notes through State participant tracking system on a weekly basis.
- Addresses barriers to employment through education and training services.
- Delivers job readiness training and career competency workshops.
- Addresses occupational skills and support service needs.
- Assesses customer circumstances and assists in determining the most appropriate configuration of job readiness activities and referrals to facilitate the customer's movement toward self-sufficiency.
- Collaborates with team to deliver employment readiness services.
- Connects and/or coordinates customer access to community resources and other programs.
- Promotes employment and training program benefits to employers and job-seekers.
- Initiates and maintains ongoing contact with a variety of businesses and industry representatives to locate and secure job openings for customers.
- Participates in job fairs and related activities.
- Performs needs assessments and conducts interview of clients to determine eligibility for services and programs.

Necessary Qualifications:

(1) Bachelor's degree in Human Services, Social Work, Social Sciences or other education combined with relevant work experience. (2) 1-2 years volunteer, internship or employment experience. (3) Case management experience, preferably with Federal Workforce Innovation and Opportunity Act (WIOA) programs or other programs serving populations with barriers. (4) Understanding of the Virginia public workforce system and its multiple partner organizations (5) Ability to pass background and pre-employment tests, in addition to drug/alcohol screening. (6) Driver's license and a private vehicle for work-related transportation. Bilingual skills in English and Spanish are highly valued.

Compensation

Compensation will be commensurate with experience, up to \$49,000 annually. Employment includes a full benefits package. All work-related mileage will be reimbursed at IRS-approved rates. Information on the *SkillSource* Group, Inc. can be found at www.myskillsource.org.

To Apply

Please send cover letter and resume to The *SkillSource* Group, Inc., 8300 Boone Blvd., Suite 450, Vienna, VA 22182, ATTN: David Hunn, President and CEO. Email at info@myskillsource.org. **Deadline to apply is Friday June 15, 2018 at 5:00 PM EDT.** The *SkillSource* Group, Inc. is an Equal Opportunity Employer.