

Northwest Wisconsin CEP
is accepting applications for a
Chippewa Fresh Start Case Manager – LTE
(Part time; 29 hours per week)

LOCATION:

Ashland CEP Office; Ashland, Wisconsin with travel to Youth Build Project sites (Bad River Reservation and Red Cliff Reservation)

POSITION DESCRIPTION SUMMARY:

The Northwest Wisconsin Concentrated Employment Program (Northwest Wisconsin CEP) is a private non-profit company dedicated to strengthening the economy in Northwestern Wisconsin by providing effective and efficient workforce development services to employers and job seekers. Northwest Wisconsin CEP has an opening Chippewa Fresh Start Case Manager. The Chippewa Fresh Start Case Manager is responsible for coordinating all aspects of the Chippewa Fresh Start YouthBuild project. This includes working closely with other project staff to ensure that project goals are being met, monitoring timelines, completing participant case notes, and completing follow up activity on participants. The Chippewa Fresh Start Case Manager may also supervise program participants and work with them on career goals, education goals, and developing life skills.

Please see the full job description for more complete details, responsibilities, and duties.

EDUCATION/EXPERIENCE:

High School Diploma or equivalent and one to two years related experience and/or training; or an equivalent combination of education and experience.

WAGE:

Hourly; \$14-\$15 per hour (29 hours per week)

SCHEDULE:

This position will be Monday through Thursday from 8 AM to 4:30 PM. This is a limited term, part time position that is currently funding through June 2021 with the opportunity to extend employment based on program funding.

BENEFITS:

Pro-rated sick time, vacation time, and paid holidays

HOW TO APPLY:

Visit <http://www.nwcep.org/employment> for details on application requirements and the online application. This position will remain open until filled, with the first review of applicants taking place after January 10, 2020. Position is subject to a criminal background check upon job offer. Questions may be directed to:

Skyler Dural-Eder
Human Resources Director
Northwest Wisconsin CEP
422 3rd Street West, Suite 200
Ashland, WI 54806
(715) 682-9141 x. 115
sdural-eder@nwcep.org

Northwest Wisconsin Concentrated Employment Program, Inc. is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Northwest Wisconsin CEP

Job Description

Job Title: Chippewa Fresh Start Case Manager
Department: Grant Specific – YouthBuild
Reports To: Regional Manager
Location: Ashland CEP Office
Prepared by: Skyler Dural-Eder
FLSA Status: Non-exempt; hourly
Effective Date: 12/10/2019

SUMMARY

The Northwest Wisconsin Concentrated Employment Program (Northwest Wisconsin CEP) is a private non-profit company dedicated to strengthening the economy in Northwestern Wisconsin by providing effective and efficient workforce development services to employers and job seekers. Northwest Wisconsin CEP has an opening Chippewa Fresh Start Case Manager. The Chippewa Fresh Start Case Manager is responsible for coordinating all aspects of the Chippewa Fresh Start YouthBuild project. This includes working closely with other project staff to ensure that project goals are being met, monitoring timelines, completing participant case notes, and completing follow up activity on participants. The Chippewa Fresh Start Case Manager may also supervise program members (participants) and work with them on career goals, education goals, and developing life skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned or tasks may be modified to reflect changes or growth within the program at any time.

PROGRAM COORDINATION:

- Work closely with the regional manager, site supervisor, Job Developer, and project director to ensure that project goals are on track and being met as required by the grant requirements
- Arrange weekly check in meetings with all required staff members
- Monitor project timeline and make adjustments as needed along with other project staff
- Coordinate with the Job Developer to ensure that all participant information is being tracked and recorded in the proper systems
- Be responsible for data collection and program documentation for YouthBuild and AmeriCorps grant reporting
- Communicate effectively and efficiently with program staff and external partner agencies by email, phone, and in person visits

DIRECT SERVICE:

- In collaboration with the case manager, may provide job development services for members, provide pre-employment, education, and job search assistance to program members
- Become a resource for Chippewa Fresh Start staff to ensure that all students leave with a complete portfolio with relevant training certificates
- May supervise members at the local technical college while members are completing educational preparation programs

Other duties may be assigned at any time due to program changes and growth.

SUPERVISORY RESPONSIBILITIES

This position does not have any other supervisory role within Northwest Wisconsin CEP.

EDUCATION/EXPERIENCE

High School Diploma or equivalent and one to two years related experience and/or training; or an equivalent combination of education and experience.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, memos, and other documents. Ability to write and read various correspondence. Create narratives for grant reports with no errors. Ability to effectively present information in one-on-one and in small groups to project staff, participants, and other employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to do precise measurements. Ability to monitor project costs and budgets.

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 standardized situations. Ability to be aware of unsafe situations and remedy the issue accordingly.

COMPUTER SKILLS

Ability to use Windows based software programs such as Word, Excel, Access, Publisher, and PowerPoint. Ability to learn grant based reporting software.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license
- Insured and dependable vehicle
- Must meet agency insurability requirements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and stoop, kneel, crouch, and lift floor to waist (50 lbs. max). An employee is seldom required to lift waist to over head (50 lbs. max).

TRAVEL

Travel required to worksites in Bad River, Red Cliff, and other areas in the Ashland, Wisconsin area