



COASTAL COMMUNITY ACTION PROGRAM
101 E. Market Street
Aberdeen, WA 98520

JOB DESCRIPTION

PROGRAM: Social & Employment Services

TITLE: Workfirst Community Jobs
Case Manager

JOB CLASSIFICATION: Case Manager

SALARY RANGE: \$21.75 - \$23.43.

+ Benefits (Medical, Dental, Vision, 401K,
and Paid Time Off)

DEPARTMENT: Social & Employment Services

IMMEDIATE SUPERVISOR: Social & Employment Director

SUMMARY DESCRIPTION: This position is responsible for all aspects of the Workfirst program including: Job coaching, contract compliance, site development, maintenance of caseload, file maintenance, coaching participants at their worksite, providing assistance to employers and participants in addressing barriers to employment and ensuring all programs rules are followed carefully. This is a full-time position and depending on location of the preferred candidate, this position will be located in either our Olympia or Centralia office.

FUNCTIONAL RESPONSIBILITIES:

1. Completes comprehensive assessments of all households assisted and develop a service plan to address the supports needed to achieve self-sufficiency.
2. Work with local non-profit employers to develop and maintain worksites for placement of participants.
3. Develop job opportunities for participants of the Workfirst program
4. Provide on-site mentoring, job coaching and support services to assist program participants in successful work/volunteer site opportunities.
5. Maintains regular communication with clients, employers, community partners, funders, and management.
6. Performs program orientations to educate and inform applicants of program requirements and responsibilities.
7. Provides specialized case management services related to identified needs in employment.
8. Completes all required documentation, including but not limited to progress reports, client eligibility, enrollment, tracking and related documentation.
9. Documents all clients' contacts, care and response, maintains records and updated rosters, collects data and prepares reports as mandated by the program procedure within agency standards and timeframes.
10. Attends scheduled interdisciplinary team meetings and/or required statewide meetings or trainings.
11. Maintains monthly paperwork and reporting as required by the contract at all times.
12. Complete contract billings/reports per contract requirements.
13. Coordinates with staff and other agencies to ensure positive community working relationships
14. Provide on-site technical assistance, training and support services to assist employers in providing successful worksite opportunities for the parents.
15. Respects clients and co-workers as worthwhile individuals and maintains client confidentiality
16. Participates in other CCAP functions as directed.
17. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. AA degree or BA/BS degree preferred. A job working in the human services or related field providing employment, will substitute, year for year, for education.
2. Demonstrated ability to provide an encouraging and supportive atmosphere for the participants.
3. Work flexible hours as assigned, able to organize own time for work
4. Excellent written/oral communication, organizational, and time management skills in maintaining accurate client files and financial spreadsheets
5. Demonstrate knowledge of local Workfirst agencies and potential clients.
6. Must have own car, current WA Driver's License and auto insurance for frequent travel throughout the county to meet and transport participants. Clear driving record is required
7. Working knowledge of Microsoft Office Suite software
8. Ability to pass and maintain a back ground check.

LOCATION/WORKING HOURS: Primarily Thurston, Mason, and Lewis Counties. 8:00am to 5:00pm Mon – Fri

This position is subject to pre-employment drug testing.

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.