



(The Southeast Area Social Services Funding Authority (SASSFA) is a community service agency that has been in business for 35 years and offers a wide variety of services to meet the workforce development needs of the 21<sup>st</sup> Century for residents of Whittier, South Whittier, Los Nietos, La Mirada, Santa Fe Springs Pico Rivera, Paramount and the County of Los Angeles. SASSFA is centrally located and near public transportation, approximately 12 miles southeast of Los Angeles.

## OPEN RECRUITMENT

\*The recruitment for the following positions is to establish an eligibility list\*

All applicants must submit a completed employment application. All positions are open until filled.

To Request an application and a full job description, please call the Human Resources at (562) 946-2237 extension 222

### CASE MANAGER

For its Transitional Subsidized Employment (TSE) Program

JOB #SAS000027

\*Full Time 40 Hrs per Week

\*Starting Salary \$17.07/hr

Bilingual English/Spanish preferred

Must be proficient in Microsoft Word and Excel

#### EDUCATION/TRAINING/EXPERIENCE:

Bachelor's degree and one or more years of experience in case management, employment services, and social services work. Equivalent combination of experience may be substituted for educational requirements.

#### LICENSE, CERTIFICATES; SPECIAL REQUIREMENTS:

- A valid Class C California Driver's License and the ability to maintain insurability under the Agency's vehicle insurance policy.
- Proficiency in Microsoft Word and Excel required
- Bilingual English/Spanish preferred, but not required
- Excellent Writing Skills

#### GENERAL PURPOSE

Under general supervision of a Program Supervisor, provide vocational counseling, supportive services, job referral and placement assistance, counseling, and work experience and training referrals for adult employment program participants; monitor participant status, develop worksite placements, and employment agreements; establish strategies with clients on individual development plans, including activity goals, and required records; perform community business outreach and complete related statistical reports and perform related duties as assigned.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop work experience worksite by contacting private employers and community agencies to explain the benefits of the TSE program
2. Find job leads for people needing regular employment
3. Communicate with employers, funding agency and schools and other resource agencies to recruit participants
4. Manage case load of 100 plus participants - assessing clients' employment goals, addressing barriers to employment, placement, follow-ups and matching them to worksites.
5. Refer clients to available vocational training
6. Provide clients with referrals to social services such as job leads, housing assistance, and nutrition programs.
7. Assist with the coordination, preparation, and presentation of job readiness, interviewing techniques, resume writing/critiquing, and leadership workshops.
8. Review applications of potential clients and other parties to set up initial interviews and orientation process and to review the goals of the programs.
9. Collect documents needed to establish proof of eligibility for WIA programs; complete MIS records and prepare files for supervisor review and approval.
10. Administer basic skills and career assessments to new clients and assist clients with labor market research and career research; recommend program enrollments and terminations.
11. Set up individual educational and employment goals and work experience plans as part of individual development plans.
12. Track client progress by making telephone calls, visitations ,or employer or school contacts
13. Prepare a variety of reports to track participant and employer activities
14. Request support services, incentives, and work experience agreements.
15. MIS input using I-Train database

16. Review timesheets and distribute checks and do the tracking and submittal of invoices
17. Maintain follow-up records, monthly reports, and activity enrollments and record case notes and review problem cases with program supervisor.
18. Filing, maintaining files up-to-date
19. Attend and participate in staff and committee meetings.
20. Assist in organizing activities or program design.

## **QUALIFICATIONS GUIDELINES**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Program guidelines and grant requirements and individual development plans.
- Employment development, training, and referral services, including local and state resources.
- Employment procedures and interviewing practices.
- SASSFA's organization, rules, policies and procedures applicable to employment services.
- Proficient in the operation of a personal computer and word processing and spreadsheet using Microsoft Word and Excel; operate a calculator.
- Operate a motor vehicle.
- Conduct effective interviews and use listening skills to assess participant needs and potential work, school, or home environment problems.
- Prepare case and client files and records and coordinate data research.
- Manage and coordinate the work of supervisory, professional and clerical personnel.
- Interpret and explain Federal and State job training program policies and procedures.
- Negotiate individual development plans and employment services contracts.
- Communicate clearly and concisely, both orally and in writing.
- Bilingual English/Spanish preferred, but not required
- Excellent writing skills a must
- Work cooperatively with other employees, clients, governmental agencies and the public, as well as parents, teachers, and school administrators..
- Follow oral and written instructions.

**HOW TO APPLY:** To be considered, apply in person at SASSFA, located at 10400 Pioneer Blvd., Suite 9, Santa Fe Springs, CA 90670, (562) 946-2237 and submit a completed SASSFA application and current resume listing experience, education and salary history.

**INTERVIEW PROCESS:** All applications and resumes will be reviewed. Those applicants whose materials demonstrate the best combination of experience and education will be invited for interviews.

**Note:** In compliance with the Immigration Reform and Control Act of 1986, all job offers made by SASSFA are contingent upon providing proof of your legal right to work in the United States.

**AMERICAN WITH DISABILITIES ACT:** A qualified individual with a disability who may require reasonable accommodation to participate in the interview process should notify Human Resources no later than four (4) working days prior to the scheduled exam date.

**PHYSICAL EXAMINATION:** Upon offering the position, the individual will be required to clear a background investigation, a physical examination and drug screening at agency's expense.

**FILING DEADLINE:** Applications will be accepted until the position is filled. Recruitment is subject to the availability of funds.

**SASSFA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**