



JOB TITLE: Case Manager

TYPE OF POSITION: Full Time

REPORTS TO: Executive Director

HOURS OF WORK: This position is typically staffed during First Shift hours Monday-Thursday. Some evening and weekend hours will be required.

SALARY: \$38,000.00

GENERAL SUMMARY

The case manager provides case management to Spotted Eagle Inc. (SEI) participants in the urban Native American community who are seeking job preparedness, training, job placement or professional growth. Spotted Eagle Inc. provides adult workforce development employment and training services. Any offer of employment may require a background check to satisfy requirements of the Drug-Free Workplace Act. SEI is an Equal Opportunity Employer.

DUTIES AND RESPONSIBILITIES

- Develop a trusting relationship with participants.
- Complete paperwork including intake, narratives, correspondence and forms accurately and legibly. Enter participant information into Grantee Performance Management System (GPMS) database. Monitor and update participant files for accuracy and compliance.
- Advocate for participants and work to identify employment strengths, and barriers to assist them with overcoming barriers.
- Develop Individualized Employment Plans (IEP) with participants including job searching methods, resume writing, job applications and life skills training.
- Provide referrals to community agencies to assist participant in meeting their IEP goals.
- Work with SEI staff to optimally serve participants.
- Must be able to provide program services in the key three areas of Career services. Basic career services, individualized career services, and follow-up services to comply with U.S. Department of Labor (DOL), Workforce Innovation Opportunity Act (WIOA) regulations.
- Provide follow-up, support, and job retention services.
- Continuously learn about state and local opportunities, training, and programs that may be of value to participants and develop procedures with other providers to coordinate delivery of services.
- Participate in scheduled community events, powwows, job fairs, outreach, as part of ongoing case management for SEI.
- Must be willing to follow all Spotted Eagle Inc. COVID-19 policies and practices.
- Other duties as assigned.
- Must possess valid WI driver's license and a reliable insured vehicle.

QUALIFICATIONS

- Bachelor's degree in social service, counseling, business, education, or a related workforce development disciplines. This is a non-medical position.
- Ability to use standard office equipment and Microsoft Office applications.
- Strong organization and communication skills, time management and attention to detail.
- Ability to maintain discretion in confidential information.
- Ability to work irregular hours and extended shifts including nights and weekends, on occasion.
- Regularly required to talk, hear, walk, climb, balance, stoop, kneel, stand, sit and move throughout the property for duration of scheduled shift. The employee may be required to lift, carry, push, pull, or move objects up to 25 pounds occasionally.

If you are interested in the Case Manager position, email your resume to kroupa@spottedeagle.us

No phone calls please.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.

Spotted Eagle Inc. is an Equal Opportunity Employer. Spotted Eagle Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.