

Job title	<i>Case Manager</i>		
Position Type	<i>Full-Time</i>	Pay Rate	<i>\$54,000 per year</i>

The Worker Education and Resource Center (WERC) is a non-profit organization, founded in 2003, that provides worker training opportunities in partnership with the County of Los Angeles, other public sector and safety net employers, and Service Employees International Union (SEIU) Local 721.

We provide dynamic, worker-centered training in a trauma-informed environment, in order to connect workers who have barriers to employment with good jobs and career pathways.

OUR MISSION is to connect workers to good, stable and permanent jobs, by providing and promoting the highest quality of workforce development.

OUR VISION: The Worker Education and Resource center will be a leader, catalyst, and model of a high road training partnership between labor and our employer partners – currently the County of Los Angeles and contracted community-based agencies who provide public service.

OUR CORE VALUES

Worker-centered

We respect the life experiences that participants bring to the workplace and provide educational programs that build on those strengths to promote compassion and dignity on the job.

Partnership

We engage with our employer partners upfront and throughout our programs to create curricula that address the specific skills and occupations that employers identify, using an apprenticeship approach.

Equity

We intentionally design our programs to target recruitment to reach people who are under-represented in specific occupations and to prepare them to succeed by valuing; transparency; peer support; counseling; mentorship, and advocacy.

Job Purpose

Responsible for coordinating and providing comprehensive, trauma-informed supportive services to participants enrolled in WERC’s workforce development programs. Participants will include Transition Aged Youth, justice-involved individuals, individuals who are homeless or at risk of homelessness, and others who are under-represented or have barriers to employment.

Duties and responsibilities

- Provide trauma-informed case management services to clients; create individual service plans with clients that address their needs and goals; identify and provide needed resources and referrals
- Conducts intake and assessment of potential workforce development program participants.
- Work to effectively meet client needs and resolve individual barriers through follow-up, advocacy, and collaboration with other community service providers
- Keep a caseload of up to 30 active participants in training, and up to 30 additional participants who are in their probationary period on the job. (Most participants in their probationary period will require less frequent support.)
- Maintain accurate and timely records of activities and services provided to clients in WERC's database and any additional databases as required.
- Develop and maintain relationships with clients, staff and local service providers, and participate in community meetings pertaining to services benefiting clients.
- Provide regular, timely written reports to supervisors and additional reports as assigned
- Represents WERC at meetings with community-based organizations, government offices, and other program partners.
- Assists with recruitment and oversight of mentors.
- Coordinates community activities such as service projects, volunteer events, and outreach events.
- Works closely with the Project Manager to enhance the overall effectiveness of programs by assisting with job development, professional development, and job placement for program graduates.
- Assists with developing strong employment partnerships for program graduates.
- Other duties as assigned to support the mission of the organization

Qualifications

Education and Experience

- Experience working with vulnerable populations, including Transition-Aged Youth, justice-involved individuals, individuals who are homeless or at risk of homelessness, and others who are under-represented or have barriers to employment.
- Previous case management experience in a workforce development or social services setting is highly preferred.
- Lived experience is preferred.

Additional Qualifications

- Knowledge of community and governmental services and resources as they relate to individuals with barriers to employment.
- Knowledge of basic principles of counseling, health promotion, disease prevention, and preventive health care.
- Knowledge of outreach program development, implementation, and evaluation.

- Previous experience facilitating in meetings, the classroom, and/or other group settings.
- Ability to handle multiple responsibilities at once and meet assigned project deadlines.
- Proficiency in computer applications including Microsoft Office Suite and Google Suite, and the ability to do basic data entry in spreadsheets and databases.
- Ability to communicate effectively, both verbally and in writing.
- Must have reliable transportation to travel to various partner sites.

Physical requirements

The physical requirements listed below are examples of those the Project Developer may need to perform in order to carry out essential job functions:

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves a combination of sitting, walking, and standing for periods of time.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

Direct reports

N/A

Benefits

Benefits for full-time employees include full health through Kaiser (Platinum 10), Dental, and Vision, for you and your dependents, medical bridge insurance, Life and disability insurance, access to pre-tax flexible spending accounts for both health care and dependent care expenses.

How to Apply

No walk-ins or phone calls please. Submit resumes via email to mail@we-rc.org.

WERC is an equal opportunity employer committed to a diverse and inclusive workforce. We strongly encourage applications from candidates who reflect the diverse communities that we serve. This includes people who have the lived experience of being incarcerated, unhoused, and having other barriers to employment. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender/gender identity, marital status, sexual orientation, age, disability, or veteran status.