



Our Mission: To improve lives by uniting the caring power of our community.

Career Opportunities

Case Managers for employment programs

Posting Date: January 11, 2019

Application deadline: January 21, 2019

To apply, please send a cover letter that includes job preference(s) and resume to:
careers@unitedwaydm.org.

For more organizational information, please visit www.unitedwaydm.org.

Programs Summary:

United Way of Central Iowa (UWCI) is seeking two case managers for our employment training and skill building programs to help central Iowans achieve economic self-sufficiency. UWCI has been awarded a federal grant to implement a program that ensures individuals leaving incarceration have the skills necessary to secure long-term employment. The **Central Iowa Returning Citizens Achieve (CIRCA)** Program goal is that 75% of the individuals served will secure employment and less than 20% will return to prison. To reach this goal, UWCI is seeking a CIRCA case manager for the program over a three year period. Additionally, we are seeking a case manager for **Central Iowa HealthWorks**, also a federally funded program to assist and support participants with employment and a career pathway in the health care industry ranging from laboratory technicians to home health aides, nurses and medical assistants. All of these positions are time-limited for three-years and based on grant funding.

Essential Accountabilities:

- Initiates and maintains strong relationships with all program partners, employers, and community organizations.
- Meets regularly with each client on their assigned caseload and provides support and counseling throughout the participant's job process
- In collaboration with the Program Manager, will recruit and enroll participants in the program.
- Develop a case management plan for each participant which outlines goals, objectives, and strategies to achieve goals with timelines and delineation of responsibilities for each element of the plan
- Provide comprehensive employment preparation services to participants including career pathway navigation, job placement and retention services, resume development, interview preparation, and barrier mitigation.
- Complete a career interest inventory and the following assessments on each participant on caseload: academic, risk, barriers, and needs.
- Help participants to assume responsibility for directing their own service plan, becoming their own advocates and making informed decisions that will facilitate a successful return to work and the community
- Arranges for interviews and provides labor market and community resource information for each participant.
- Participate in community education efforts related to the program.
- Ensures accurate recordkeeping including participant demographics, case files, referrals, outcomes, etc. Participant confidentiality is maintained throughout the process.

- Monitors participant performance on the job and counsels participants when job performance is not satisfactory
- Maintains contact with employers during the participants' employment and reports results to appropriate staff;
- Prepares forms and reports related to training and placement activities; tracks participant activity and progress data
- Meets regularly with training and education instructors to proactively address participant issues during training

Positions Qualifications:

CIRCA Program Manager: Knowledge and experience in nonprofit programs with a minimum of one year supervisory experience, knowledge of federal grant compliance and requirements, case management experience, reentry or corrections background, job placement or job development experience and two to five years of customer/client-centered experience, experience in working successfully with diverse populations facing multiple barriers, bachelor's degree in sociology, psychology, counseling, human services or related field desired; experience in lieu of some education will be considered.

Case Managers: Experience in case management and direct service delivery related to employment counseling, ability to work with diverse populations facing multiple barriers, excellent verbal communication and writing skills with the ability to format resumes and cover letters, mastery of MS Word, Excel, PowerPoint and Internet applications, experience interacting with a variety of community members and entities including business professionals, public agencies, education and training organizations and employers. One to three years' experience with job placement is required with a bachelor's degree in human services, business or related field desired; experience in lieu of some education will be considered.

The **CIRCA case managers** will also need to have experience in working with incarcerated individuals, the ability to travel to correctional facilities in Newton and Mitchellville, Iowa and an understanding of money management skills.

The **Central Iowa HealthWorks case manager** will also need to have knowledge of and experience in the health care industry.

The successful candidates will demonstrate and role model UWCI's Core Values of **Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence** and be passionate about our aspiration to "Engage Community to Empower All." Individuals with diverse backgrounds and experiences, including those with records, are encouraged to apply.

Why Choose UWCI?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive and welcoming work environment." In addition to a competitive salary and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:

- On-site cafeteria
- Free on-site fitness center
- Commitment to employee professional development
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives
- Convenient central Des Moines location with free parking
- Paid volunteer time off
- Participating in cross-functional teams and organization-wide initiatives and projects
- Tuition Assistance
- Generous paid vacation plan, holidays, a personal holiday and sick time

United Way is an equal opportunity employer and employment practices are implemented without regard to race, color, national origin, gender, religious beliefs, age, disability, sexual orientation, citizenship status, military status or any other basis protected by federal, state or local fair employment practices.

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