

Outreach

Community Services

Outreach Community Services, Inc. is a not-for-profit community service organization affiliated with Outreach Community Ministries, Inc. We are an Equal Opportunity Employer seeking to attract and hire a diverse staff of highly competent professional employees.

- Position Title:** **Job Coach/Case Manager**
- Department:** **Employment Opportunity Center (EOC) —Wheaton, IL**
The EOC is a newer program at Outreach designed to equip and empower young adults (age 17-24) to pursue employment and career goals through paid work opportunities, coaching, supportive case management and career exploration.
- Job Responsibilities:** The Job Coach/Case Manager is responsible for the management of the casework program which provides services to EOC participants who are in crisis or seeking to improve their situations. The Case Manger will work directly with clients by delivering services, providing linkage to community resources and serving as an advocate. The Case Manager will work with the employment center team to meet the basic needs of the participants to provide the stability needed to secure meaningful employment. Other responsibilities include managing client emergency funds, special projects and events, plus involvement in community organizations to promote awareness of the needs of low-income residents.
- Requirements:** A passion for working with young adults; BA/ BSW required, MSW preferred. At least 3 years of experience providing direct services to low-income individuals or families, and knowledge of public systems and resources that affect those clients. Previous case management experience. Basic computer skills required (proficiency in Microsoft Word and Excel). Strong organizational and communication skills. Valid Illinois driver's license, good driving record and reliable vehicle.
- Status:** Full-time position at 40-45 hours/week. 8:30am to 5:00pm Monday-Friday. Flexibility to work occasional evenings for meetings and special events.
- Compensation:** Salary for this position falls between \$35,000 to \$45,000 annually based on education, skills and experience.
- Apply Online:** Penni Cannova, Outreach Community Ministries
Outreachcommunityministries.org; pcannova@outreachcommin.org
- Posting Date:** July 19, 2016