

Job Description

***Family Service Case Manager***

Oshkiimaajitahdah (New Beginnings)

**Position Summary:**

Serves as primary contact and resource for individuals who are receiving Cash and Food benefit assistants through Oshkiimaajitahdah. Reports to the Lead Family Service Case Manager, Family Service Supervisor, Assistant TANF Director, and Executive Director

**Essential Responsibilities & Duties:**

* Provide job placement counseling to Oshkiimaajitahdah participants ensuring access to employment opportunities, job development, financial and food assistance, training and other social programs that ensure participants are placed on the most direct path to unsubsidized employment
* Work cooperatively with all agencies in the identification, orientation and referral process of public assistance recipients, especially those identified as mandatory for clients to continue to receive assistance
* Perform in-depth assessments of employment history, job skills, transferable skills, entry level and advanced abilities, training and education of the eligible participants
* Work closely with Oshkiimaajitahdah recipients to set goals, steps, tasks and time lines to develop and execute a written plan/contract between the Oshkiimaajitahdah program and participants. The goal is to achieve permanent, full time employment
* Coordinate, assist, and monitor Career Development plan (CDP)/paperwork to insure participants are receiving necessary and timely assistance. Verify that the job specific training is directly related to employment and relevant to the local labor market and employer needs
* Provide ongoing in person monthly contact with participants to monitor individual progress and compliance with employment and/or job search plan/contracts. Includes on-going maintenance of case notes, plan/contract renegotiations and updates
* Maintain files and process all paperwork to insure compliance with state/federal requirements and to insure due process. Also required to maintain appropriate information releases by the Data Privacy Act
* Promotes and develops employment and on-the-job training opportunities for applicants. Establishes relationships with employers regarding problems, complaints, and progress of recently placed applicants and recommends corrective action
* Promotes, develops and terminates on-the-job training program opportunities with employers and assists in writing contracts. Identifies need for and assists in the development of auxiliary services to facilitate bringing disadvantaged applicants into job-ready status. Informs business and public about training programs through various media. Instruct applicants in resume writing, job search, and interview techniques. Work closely with employers on and off the Red Lake Nation
* Monitor/assist in the progress of each consumer currently working to attain GED/High School Diploma
* Must attend training away from office at least 2 time prior to becoming dually trained

**EDUCATION/WORK EXPERIENCE/QUALIFICATIONS:**

* Prior experience in Human Services field preferred.
* Exceptional written/oral communication, computer, and organizational skills.
* High degree of skill in motivational techniques, problem solving and group work abilities.
* Previous experience in Maxis and Workforce One preferred.

**Qualifications:**

* GED/High School Diploma.
* Must have a valid Minnesota Driver’s license and auto insurance.
* Employment is contingent upon passing a pre-employment drug test and background check.
* Abide by the New Beginnings Zero Tolerance Policy and Confidential Policy.