**Caseload Specialist – Vocational Rehabilitation Services**

**Location:** Macomb County Michigan

**Employment Type:** Full-time  
**Salary:** 18.00-20.00 per hour

**Application Deadline:** Open

**About Us**

BEST Essential Services is committed to empowering individuals to achieve their employment goals. Our team provides comprehensive vocational rehabilitation services, fostering independence and career success.

**Job Summary**

We are seeking a **Caseload Specialist** to support vocational rehabilitation counselors and clients by managing service coordination, documentation, and case management activities. The ideal candidate is detail-oriented, organized, and passionate about supporting individuals in achieving meaningful employment.

**Key Responsibilities**

* Assist in managing caseloads by tracking client progress and maintaining accurate records.
* Coordinate services, including assessments, job training, and employment placement.
* Communicate with clients, employers, and service providers to ensure smooth case management.
* Maintain compliance with federal, state, and organizational policies.
* Assist with data entry, reporting, and documentation related to vocational rehabilitation cases.
* Provide administrative support to vocational rehabilitation counselors.

**Qualifications**

* Bachelor’s degree in Rehabilitation Counseling, Social Work, Human Services, or a related field (preferred but not required).
* Experience in case management, vocational rehabilitation, or employment services is a plus.
* Strong organizational and communication skills.
* Proficiency in Microsoft Office Suite and case management software.
* Ability to work effectively with diverse populations, including individuals with disabilities.

**Benefits**

* Competitive salary and benefits package.
* Opportunities for professional development and training.
* Supportive and inclusive work environment.

**How to Apply**

Interested candidates should submit a resume and cover letter to [contact email or application portal].

BEST Essential Services is an equal opportunity employer. We encourage individuals from diverse backgrounds, including those with disabilities, to apply.