



Revised 03/11/26

Workforce Case Manager

Location: Ring of Hope New Vision Workforce Program - Greater Grand Crossing

Schedule: Part Time 4 days a week, 5 hours each day

Reports to: Workforce Director

Hourly rate: \$20.00 per hour

Overview:

Ring of Hope's Workforce Case Manager supports individuals in our workforce development programs, helping them to achieve career and personal growth. This part-time role involves providing one-on-one guidance, resource navigation, and case management services to empower participants in overcoming employment barriers and building stable careers. The Workforce Case Manager will play a critical role in supporting participants' journey to self-sufficiency and long-term success.

Responsibilities:

- Conduct individual assessments to understand participants' strengths, skills, and career goals.
- Develop personalized action plans to address employment barriers and support career advancement.
- Provide ongoing case management, including tracking participant progress and coordinating supportive services, such as job training, resume building, and interview preparation.
- Connect participants with relevant community resources, including housing, childcare, and transportation services, to ensure holistic support.
- Work closely with the workforce recruitment team to identify job placement opportunities and monitor participant job performance.
- Maintain detailed records of participant progress and outcomes, ensuring confidentiality and adherence to program policies.

Qualifications:

- Experience in social work or case management.
- Strong interpersonal and problem-solving skills.
- Ability to handle sensitive information and maintain confidentiality.
- Knowledge of community resources and services.

If you're passionate about supporting individuals in their journey to employment and self-sufficiency, please send your resume and cover letter to careers@rohchicago.org.

We look forward to welcoming a dedicated and compassionate individual to our team at The Ring of Hope!