



**RESOURCE**  
**Employment Action Center**

**Case Manager**  
**Must speak fluent English & Somali**

Status: Full-Time

Classification: 2.B

Location: South Minneapolis

**POSITION SUMMARY: This position involves intensive case management and employment services to individuals on MFIP who may have multiple barriers preventing them from securing and keeping employment.**

**ESSENTIAL RESPONSIBILITIES:**

- Complete a comprehensive needs assessment on all individuals referred to the program.
- Develop individual employment plans and assist participants in accessing public and private resources to meet goals outlined in the plan.
- Provide intensive case management that may include home visits, meetings with other agencies, and advocacy for participants and their families.
- Maintain participant files, submit reporting forms, and other data as required by MFIP and Employment Action Center.
- Work closely with program staff to communicate participants' status, job search activities and their movement to self-sufficiency.
- Help participants develop and strengthen their self-esteem and work behaviors.
- Positively represent agency, program, and participant needs.
- Actively participate in agency's' undoing racism plan.

**QUALIFICATIONS:**

- B.A. degree in human services or related field is preferred. Global Career Development Certification preferred or ability to become certified.
- One-year experience in vocational/employment counseling, case management, vocational rehabilitation, supported work settings, community mental health, or chemical dependency services.
- Working knowledge of available community resources providing services to low-income families.
- Ability to assess barriers to employment, write plans, and assist participants in attaining job goals.
- Ability to instruct individuals or groups on job market, job seeking and job keeping skills.
- Ability to complete paperwork accurately and in a timely manner.
- Proven ability to work as a member of a human services team.
- Ability to provide or arrange services such as career/personal counseling, family counseling, financial counseling, housing issues, medical, mental health, and chemical dependency treatment.
- Experience and desire to work with persons of diverse cultural, economic and educational backgrounds.
- Strong written and verbal communication skills; computer experience required.

**SALARY RANGE:           \$30,000**

**BENEFITS INCLUDE:**    3 weeks vacation, 10 sick days, 10 holidays, medical, dental, life and LTD insurance and 401(k) plan.

Send/fax/email resume to: Tracy Olson, Employment Action Center, 900 20<sup>th</sup> Ave S, Minneapolis MN 55404 / 612-752-8801 / [tolson@resource-mn.org](mailto:tolson@resource-mn.org). NO phone calls please.

*Equal Opportunity / Affirmative Action Employer*

[www.resource-mn.org](http://www.resource-mn.org)

Posting Date: 2/7/2012