



**Phone:** (513) 569-1840 \* **Fax:** (513) 569-4354 \* **Website:** [www.cincy-caa.org](http://www.cincy-caa.org)

#### JOB DESCRIPTION

<b>Position Title:</b>	CASE MANAGER/ JOB COACH	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	CCMEP-SUMMER YOUTH EMPLOYMENT	<b>Pay Grade:</b>	6
<b>Work Hours:</b>	8:00 a.m. – 5:00 p.m., 80 bi-weekly, requires evenings and weekends.	<b>Revision Date:</b>	MARCH 2017

#### Work Location:

Cincinnati-Hamilton County Community Action Agency \* 1740 Langdon Farm Road \* Cincinnati, Ohio 45237

#### POSITION SUMMARY

Advocate for youth employees to gain meaningful work experience. Work closely with worksite supervisor(s) to enhance the educational work experience for youth participants. All duties are performed in accordance with the local, state, and federal regulations and C-HCCAA policies.

#### ESSENTIAL JOB FUNCTIONS:

##### *Under General Supervision:*

1. Provide basic instruction in workplace activities to ensure success at job site.
2. Troubleshoot and resolve barriers to summer employment success.
3. Actively serve as liaison between youth program and job site supervisor.
4. Prepare monthly evaluations/reports of youth work site activities and development.
5. Communicate orally and in writing all appropriate reports and information, both within C-HCCAA and to relevant outside stakeholders.
6. Facilitate youth in work related activities in order to observe and guide towards career success.
7. Provide intervention strategies for conflict resolution, tardiness, and attendance issues.
8. Ensure timely delivery of accurate time sheets for payment.
9. Train work site supervisor(s) on program rules and time sheet procedures.
10. Facilitates job readiness groups.

*This is a list of primary job functions. Other duties may be assigned as necessary for the successful operation of the organization.*

#### QUALIFICATIONS AND REQUIREMENTS

##### *The incumbent must have:*

1. Currently be enrolled in Associate or Bachelor degree programs in the field of Education, Social Work, or related field from an accredited college or university. Bachelor degree preferred.
2. Have one (1) year social service experience focusing on youth in a workplace environment.
3. Hold a valid Driver's License with proof of insurance.
4. Have experience with supporting urban youth with career and educational goals.
5. Have knowledge of resources for youth throughout Cincinnati and Hamilton County.
6. Have effective written and oral communication, organizational, and interpersonal skills.
7. Be proficient computer experience in Microsoft Office Software Applications.
8. Have experience working with a diverse populations including low to moderate-income families.
9. Demonstrate the ability to multi-task, prioritize duties and meet deadlines.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

### WORK ENVIRONMENT:

Include both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and site visits, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

### PHYSICAL DEMANDS:

- a) Use hands to manipulate, handle, feel and control items or equipment;
- b) Talk and hear;
- c) See and be able to read, write, and interpret written documents;
- d) Lift and move objects weighing up to 25 pounds.

## ORGANIZATIONAL STRUCTURE:

**Reports to:** Youth Development Specialist

**Manages:** None

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.

***Employment with the C-HCCAA is voluntarily entered into, and the employee is free to resign at any time and for any or no reason. Likewise, the C-HCCAA may end the employment relationship with the employee at any time for any or no reason, with or without notice. Therefore, the only employment relationship that exists is one terminable at will by either the employee or C-HCCAA.***