

# CCMEP Case Manager (Part Time)

Omega Community Development Corporation (OCDC)

1800 Harvard Blvd.

Dayton, OH 45406 – Temporarily Remote

<http://www.omegacdc.org/>

<https://www.facebook.com/omegacdc/>

**Position Summary:** Comprehensive Case Management & Employment Program (CCMEP) is an innovative program that helps low-income adults ages 18-24 build career paths, find employment and break the cycle of poverty. It provides a wide range of services specifically tailored to each individual. Services include, but are not limited to; intensive case management, referrals and barrier removal in order to assist participants in moving forward on an education, career pathway and/or employment. The Part Time CCMEP Case Manager is responsible for the full range of case management services including: assessing, planning, implementing, monitoring, evaluating actions and follow up services required to meet participant's education, career and employment goals.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintain caseload and productivity by maintaining regular contact with participants to monitor and assess progress
- Handle case assignments, draft service plans, review case progress and determine case closure
- Enter information into the company database. Complete weekly/monthly reports
- Deliver on-going services to participants which may include: career coaching, paid and unpaid work experiences, education & career training, tutoring, preparing for college or work credential training, supportive services, including transportation, child care, housing, uniforms and work related tools, help with budgeting, high school equivalency training, mentoring, leadership development and referral and linkage to community resources as needed
- Assist in helping participants meet their goals and setting new goals
- Develop and/or implement individualized opportunity plans for participants and ensure compliance with applicable standards and agency policies
- Document all interactions and activities for participants
- May lead educational groups and/or facilitate group curriculum
- Adhere to professional standards as outlined by protocols, rules and regulations
- Participate in weekly Zoom staff meetings and one-one meetings
- Other duties as assigned

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to learn comprehensive case management principles
- Excellent organizational and time management skills
- Effective verbal and written communication skills
- Ability to relate to and interact with a wide variety of people
- Advanced level problem solving skills and ability to multi-task while prioritizing
- Ability to utilize technology including Company database, Zoom, Microsoft Office (Excel, Word, PowerPoint, Publisher)
- Ability to work independently and stay on task

## **JOB SPECIFIC REQUIREMENTS:**

- Bachelor's Degree in Behavioral Science or related field, or equivalent work experience as allowed/required by regulatory bodies
- Valid Driver's License and auto insurance
- Preferred experience with networking and developing resources for participants
- Duties and additional experience or requirements may vary by position.
- To perform this job successfully, as individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required, but do not encompass all potential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Job Type:** Part-time (20 to 25 hours a week)

**Schedule:** Monday through Friday

**Pay:** \$20 per hour

### **Temporary Remote Work**

- Work remotely temporarily due to COVID-19
- Must have access to reliable internet service at home
- Will discuss in the interview

### **This Job is Ideal for Someone Who Is:**

- Dependable – more reliable than spontaneous
- People Oriented – enjoys interacting with people and working on group projects
- Innovative – prefers working in unconventional ways or on tasks that require creativity

### **This Job Is:**

- A job for which military experienced candidates are encouraged to apply
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

*Omega Community Development Corporation (OCDC) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: OCDC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at OCDC are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. OCDC will not tolerate discrimination or harassment based on any of these characteristics. OCDC encourages applicants of all ages.*