

WIOA Title 1 Case Manager

Overview: We are seeking a highly motivated and experienced individual to join our team as a WIOA Title 1 Case Manager. The successful candidate will play a crucial role in supporting participants through the Workforce Innovation and Opportunity Act (WIOA) programs, ensuring effective delivery of services and maximizing positive outcomes for individuals seeking employment and career development.

Responsibilities:

1. **Participant Assessment:** Conduct comprehensive assessments of participants to determine eligibility and identify barriers to employment. Evaluate skills, education, work history, and other relevant factors.
2. **Individualized Service/Employment Plans (IEP/ISPs):** Develop and implement Individualized Service Plans tailored to participants' needs, outlining goals, action steps, and timelines. Monitor and adjust plans as necessary.
3. **Career Counseling:** Provide guidance and support to participants in exploring career options, setting realistic goals, and developing strategies for career advancement.
4. **Resource Coordination:** Connect participants with appropriate resources, including training programs, educational opportunities, job search assistance, and supportive services.
5. **Job Placement Assistance:** Facilitate job placement by collaborating with employers, conducting job searches, and assisting participants in developing effective resumes and interview skills.
6. **Monitoring and Reporting:** Track participants' progress and maintain accurate records. Generate reports on program outcomes and submit required documentation in compliance with WIOA regulations.
7. **Compliance:** Ensure adherence to WIOA guidelines and regulations. Stay informed about updates and changes in workforce development policies.
8. **Collaboration:** Work collaboratively with internal teams, external partners, and community organizations to enhance participant services and expand opportunities for success.

Qualifications:

- Bachelor's degree in a relevant field (e.g., social work, human services, counseling) or equivalent work experience.
- Knowledge of WIOA regulations and experience in workforce development.
- Strong communication and interpersonal skills.
- Ability to assess participant needs and develop tailored service plans.
- Proficient in utilizing technology for data tracking and reporting.
- Experience in job placement, career counseling, or related fields is a plus.

Personal Attributes:

- Empathetic and client-centered approach.
- Strong organizational and time-management skills.

- Ability to work independently and as part of a team.
- Commitment to diversity, equity, and inclusion.

If you are passionate about helping individuals achieve their career goals and thrive in a dynamic, collaborative environment, we encourage you to apply for this rewarding WIOA Case Manager position. To apply please email your resume to ttaylor@vcwcraterregion.com with WIOA Title 1 Case Manager in the Subject Line.

Salary Range: \$47,000-55,000 annually plus benefits