

Collaborative Shelter Case Manager and Case Manager/ Training Assistant

Project Hope has two open positions in its Workforce Development department. The Collaborative Shelter Case Manager supports shelter residents through outreach, intake, assessment, training and/or education referrals, and case management support. The Case Manager networks with training providers at all skill levels and makes appropriate referrals. The successful candidate will have significant content knowledge of and experience in workforce development with a focus on low income community members, and direct experience with homeless families. Experience with case management and service models required; a track record of successful outreach and relationship building; strong written and oral communication skills; a willingness to travel between employers and community sites, and ability to work outside of regular business hours. A BA/BS in Human Services or related field preferred.

The Case Manager/Training Assistant provides case management to program participants and is also responsible for classroom activities for Employer Partnerships clients to improve employment readiness. The instruction will include basic computer skills training. Case management duties include outreach to potential participants and to potential employer partners, intake, assessment, service coordination for participants, documentation and database maintenance, and other duties related to the provision of ongoing support to participants and employers. The successful candidate will have significant content knowledge of and experience in workforce development with a focus on low income community members; experience teaching hard and soft skills to a wide range of adult learners preparing for employment, proficiency in Microsoft Office and Internet; excellent communication skills, a track record of successful outreach and relationship building. Experience in the healthcare field a plus; BA/BS in Human Services or related field preferred.

Candidates should send cover letters and resumes to:
jgrogan@prohope.org

Project Hope values diversity in its workforce and candidates from a wide range of backgrounds are encouraged to apply.