

JOB OPENING (JOB CODE: WI006)

[JOB TITLE:] Supportive Service Case Worker [SALARY RANGE:] \$30,160-\$37,710/annual

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Wautoma, WI

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the direct supervision of UMOS' National Farmworker Jobs Program (NFJP) Lead Case Manager for Wisconsin, will provide case management support to program participants, assist in developing service plans and maintain up-to-date information on NFJP and Community Services Block Grant (CSBG) program participants; will link participants to appropriate job training activities and/or supportive services to address their immediate needs and transition them towards economic self-sufficiency.

[JOB DUTIES:]

- 1) Develop and perform outreach and recruitment activities to support UMOS' NFJP and CSBG program plans, program goals and objectives and maintain outreach and recruitment logs.
- 2) Assist in developing and maintaining local service provider community network, including American Job Centers/One-Stops that will be support migrant and seasonal farmworker (MSFW) families, conduct presentations and participate in collaboration meetings with community stakeholders.
- 3) Respond to phone/email/text contacts, schedule appointments, and provide program information to MSFWs as part of a comprehensive approach in addressing crises and provide backup emergency assistance and support, when needed
- 4) Schedule and conduct participant applications/interviews and collect documentation to assist in determining NFJP eligibility.
- 5) In assigned counties, provide emergency assistance to MSFWs that may include food, gas, shelter/lodging, transportation, training-related supplies and other assistance deemed an emergency.
- 6) Refer participants to needed social services, and coordinate with other agencies and programs to ensure supportive services are available to the participant, including access to education/training opportunities, job search and placement, and retention services.
- 7) Assist with case management and goal planning, provide follow-up to participants receiving career services and training assistance, and enter data for tracking activities and performance.
- 8) Assist participants to obtain available services and support to achieve their goals and maintain family self-sufficiency.
- 9) Refer adults, youth, veterans, and dislocated workers to other One-Stop services and programs for co-enrollment in other WIOA or related programs.
- 10) Document and enter data, in a timely manner, into UMOS' NFJP Application (data system), and maintain participant electronic files, to include documentation of eligibility, services provided, outcomes, participant contacts, case notes, and electronic signatures on required documents.
- 11) Collect and maintain information on the various community resource programs available in the local area, migrant camps, health services, food pantries, homeless shelters, churches, food stamps, American Job Centers, potential hazards to farmworkers and other agricultural information pertinent to farmworkers.
- 12) Attend meetings, seminars, workshops, and perform other duties as assigned.

[QUALIFICATIONS:]

- 1) High School diploma or GED, one or more years in related work experience or additional education may be used

to off-set minimum education requirements.

- 2) Must have 6 months of experience in case management and/or combination of community resource development and working with families in low socio-economic settings.
- 3) Travel and work irregular/flexible hours, including on call evening hours.
- 4) Able to communicate in both English/Spanish. PREFERRED
- 5) Proficient computer skills in current office software versions (Microsoft Office Suite/Office 365) and ability to type at least 30 wpm.
- 6) Excellent communication (both written and verbal), customer service, organization skills.
- 7) Must have a car, valid driver's license, and adequate auto insurance.

[CONDITION OF EMPLOYMENT:]

None

[WORK ENVIRONMENT:]

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and/or move up to 30 lbs.; 3) frequently required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment and outside setting; 5) noise level in this work is usually semi-moderate.

Tools & Equipment Used: a) iPads, iPhones, laptop computers, projectors, copy/scanner machine, computer; b). Be able to scan documents and encrypt documents as necessary c) first aid equipment, fire extinguisher. Usage varies by position.

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Equal Opportunity Affirmative Action Employer

04/15/2021