

## **JOB OPENING (JOB CODE: WI006)**

**[JOB TITLE:] Youth Case Manager  
(National Farmworker Jobs Program/NFJP)**

**[SALARY RANGE:] \$35,318-\$44,137/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 general direction of the Lead Case Manager for Wisconsin, the Youth Case Manager will provide statewide case management for youth participating in the Workforce Innovation and Opportunity Act (WIOA) Adult Title I-Section 167, National Farmworker Jobs Program (NFJP), and conduct outreach to migrant and seasonal farmworker (MSFW) youth between the ages of 17-24 years. The NFJP Youth Case Manager will facilitate youth trainings, assist with general assessment and will actively support the employment and educational development needs of youth enrolled in services. Other duties will include development of youth apprenticeship and work experience opportunities for youth participants.

### **[JOB DUTIES:]**

- 1) Develop and perform outreach and recruitment activities to support the NFJP program as part of the grant plan, meet youth performance measures, and maintain outreach and recruitment logs that capture contact information such as training providers, colleges, employers, American Job Centers, One Stop Career Centers and other potential partners.
- 2) Manage a caseload of NFJP youth participants that includes eligibility determination, application processing, job training coordination, case management, building relationships with partnering organizations that aids in providing supportive services, and support for continuing education and/or employment placement.
- 3) Conduct a variety of assessments to identify barriers and needs, advise on available community and training resources, assist in determining realistic training goals in alignment with local labor market and employment trends, and create an Employment Development Plan (EDP) that includes goal development and timelines for acquiring skills through education or training and specific actions steps leading to self-sufficiency.
- 4) Conduct job readiness assessments and/or coordinate/perform workshops, provide employment trend information that identifies job sectors in high demand and high growth areas within the community.
- 5) Document, in a timely manner, all contacts in the UMOS NFJP Application (data system) and maintain participant case files, to include documentation of services provided, outcomes, educational scores/assessments, certificates, measurable skills gained, on-the-job training (OJT) and work experience contracts, timesheets, case notes, and electronic signatures on all required case documents and ensure compliance safeguarding personally identifiable information (PII).
- 6) Monitor and evaluate youth participants' progress through program components; monitor service providers through reports and site visits; resolve any problems or provide guidance and counseling; make phone calls or conduct field visits to investigate youth progress in various programs designed to assist youth participants in preparing for and accomplishing education or employment goals in accordance with grant plan and youth performance measures.
- 7) Answer phones, schedule appointments, and provide program information to youth MSFWs as part of a comprehensive approach in addressing crises and provide backup emergency assistance and case management, when needed
- 8) Work with schools, employers, and training providers to ensure participants are progressing and attending regularly.
- 9) Work with program staff and supervisor with analyses and interpretation of state and federal legislation that impacts policy and/or procedures and recommend program policy and procedural updates/changes.

- 10) Plan, schedule and conduct employer contacts to promote partnership for full employment and employer incentives and develop apprenticeship and work experience opportunities for youth participants.
- 11) Collect, revise and maintain a Community Resource Directory of agencies offering a variety of services to youth and farmworkers and coordinate with these agencies to ensure youth are able to access supports they need to accomplish training, education and employment goals.
- 12) Participate in statewide service provider community networks with local WIOA partners and workforce centers to stay informed of local job openings and explore co-enrollment opportunities in other related programs.
- 13) Develop and maintain contact with employers and other employer organizations to create a network that will potentially hire program participants and allow for negotiations of OJT contracts.
- 14) Attend meetings, seminars, workshops and perform other duties as assigned.

**[QUALIFICATIONS:]**

- 1) Associates degree or 2 years of post-secondary education in social science, human services or related field. Bachelor's degree preferred.
- 2) At least 2 years of experience in WIOA or related case management (Note: 1 year of experience may be substituted with 1 additional year of education).
- 3) Travel and work irregular/flexible hours including on call evening hours.
- 4) Able to communicate in both English and Spanish. PREFERRED
- 5) Proficient computer skills and ability to work with *current* Microsoft Office products (Office 365, etc.) with adequate typing/data entry ability.
- 6) Good oral and written communications skills.
- 7) Excellent communication (both written and verbal) and organization skills
- 8) 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