

Supportive Service Case Worker – Wautoma, WI

JOB CODE: WI006

Schedule: Full Time

Work Status: Regular / Non-Exempt

Salary: \$14.50 - \$18.13, based on experience

Location: Wautoma, WI

We Invite You to Join UMOS' Diverse & Dedicated Team

Earn up to \$3,000 in incentive pay during your first year of employment!

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

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Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options are to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Join us in supporting individuals in our community and contribute to their development and goals! Apply for this outstanding opportunity today!

Under the direct supervision of UAMOS' 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.

Primary Responsibilities:

1. Develop and perform outreach and recruitment activities to support UAMOS' 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. 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.
4. 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.
5. 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.
6. Refer adults, youth, veterans, and dislocated workers to other One-Stop services and programs for co-enrollment in other WIOA or related programs.
7. Document and enter data, in a timely manner, into UAMOS' 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.
8. 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.
9. 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.

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UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.