

BILINGUAL CASE MANAGER (NFJP) – MT. Vernon, IL.

JOB CODE: WI006

Schedule: Full Time

Work Status: Regular-Hourly

Salary: \$17.00 - \$21.22, based on experience

Location: MT. Vernon , Illinois

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.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

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!

As a Bilingual Case Manager, you will provide comprehensive career services and training case management, including performing assessments, career counseling/development and job development and placement to eligible adult and youth migrant and seasonal farmworker (MSFW) under the Workforce Innovation and Opportunity Act (WIOA), Title 1, Section 167, NFJP. Other duties include outreach and recruitment, eligibility determination, application processing, and coordinating job training and career services and achieving contract performance outcomes.

Primary Responsibilities:

1. Develop and perform outreach and recruitment activities to support UMOs' NFJP grant plan, program goals and objectives, and maintain outreach and recruitment logs that capture contacts made with employer camps, training providers, colleges, employers, American Job Centers, one-stop career centers and other potential collaborative partners
2. Schedule and conduct participant applications/interviews to determine eligibility for NFJP program and provide emergency assistance to MSFWs statewide; assistance may include food, gas, shelter/lodging, and transportation as deemed an emergency and enter services in the data system.
3. Conduct a variety of assessments to identify barriers and needs, advise on available job skills training resources, assist in determining realistic training goals in alignment with local labor market information and employment trends, and create an Employment Development Plan (EDP) that includes goal development, timelines for acquiring skills through education or training, and specific actions steps leading to self-sufficiency.
4. Conduct a variety of assessments to identify barriers and needs, advise on available job skills training resources, assist in determining realistic training goals in alignment with local labor market information and employment trends, and create an Employment Development Plan (EDP) that includes goal development, timelines for acquiring skills through education or training, and specific actions steps leading to self-sufficiency.
5. Conduct job-readiness assessments and/or coordinate/perform workshops, provide employment trend information that identifies job sectors in high demand and high growth within the community.
6. Document, in a timely manner, all contacts in the UMOs NFJP Application (data system) and maintain participant case files, to include documentation of service provision, outcomes, educational scores/assessments, certificates, measurable skills gains, on-the-job training (OJT) and work experience contracts, timesheets, case notes, and electronic signatures on all required case documents and ensure compliance with safeguarding personally identifiable information (PII).

7. Work with program staff and supervisor in analyzing/interpreting program-related legislation that impacts policy and/or procedures and recommends program policy and procedural updates/changes.
8. Plan, schedule, and conduct employer contacts to promote partnership for full employment and employer incentives.
9. Assist with developing, maintaining, updating a Community Resource Directory of agencies offering a variety of services to Farmworkers and coordinate with these agencies available to participants, including availability of accessing education/training opportunities, job placement and retention services.
10. . Assist in developing statewide service provider community networks, including job centers, that will support MSFW families, conduct presentations, and participate in collaboration meetings with community stakeholders throughout the state.
11. . Network with statewide American Job Centers/One-Stops and partners to keep abreast of local job openings and refer adults, youth, veterans, dislocated workers, and explore opportunities for co-enrollment based on funding availability.
12. . Develop and maintain contact with employers and other employer organizations to create a statewide network that will potentially hire program participants and allow for negotiations of OJT contracts.
13. Develop statewide work experience opportunities, if appropriate, and design contracts for such activities with the participant and the employer, identifying needed skills development and training to be provided.
14. Initiate job referrals and coordinate to meet employers' needs such as tie-in advertising, on site interviews or other special recruitment's efforts.

Qualifications:

1. Associate 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' experience in case management (1 year of experience may be substituted with 1 year of education).
3. Travel and work irregular/flexible hours, including on call evening hours
- 4. Bilingual in Spanish and English (Required Oral and Written)**
5. Proficient computer skills (Microsoft Office Suite/Office 365).
6. Excellent communication (both written and verbal), customer service, and organization skills
7. Must have a car, valid driver's license, and adequate auto insurance. Demonstrated working knowledge of and experience using computer programs such as Microsoft Office Suite (version 2007 or higher), including Word, Excel, Outlook, etc., CARES experience preferred.
8. Must have a car, possess a valid Wisconsin driver's license and adequate auto liability insurance and be able to travel and work irregular hours.

UMOS

Building Better Futures

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.