



Position: AFA Case Manager

POSITION OVERVIEW

This position helps participants increase their job readiness, provides job search techniques, career planning, support services, workplace soft skills, and internship opportunities, and offers post-employment job retention and wage progression services. It helps participants develop critical thinking skills, reduce employment/barriers, and increase self-esteem.

RESPONSIBILITIES:

- Connect with community partners to recruit and screen potential participants based on eligibility criteria, including offering information sessions
- Help orient new participants into the program by reviewing program expectations, eligibility, and documentation.
- Conduct initial participant screening and comprehensive assessment of job readiness, strengths, and barriers within a holistic family development model and establish Individual Employment Plans with participants. Monitor plans regularly
- Help participants secure full-time and living wage employment through employment-focused comprehensive case management, barrier reduction, work-based learning experiences, etc.
- Work with participants at service locations convenient to participants. Occasionally provide services outside regular business hours.
- Work with participants to reduce employment and education barriers and risk factors. Refer to, advocate with, and coordinate community resources.
- Provide participants with support services to reduce barriers to employment and ensure accurate documentation of support services.
- Help customers increase job readiness through skill development, resume assistance, and improved interview and soft skills.
- Maintain current, accurately documented participant files, and complete all required paperwork and service tracking reports according to deadlines.
- Enter participant records into a database, and update and maintain data regularly.
- Maintain employment resource information and promote job-ready participants to area employers.
- Provide follow-up to employees and employers to enhance employee retention and wage progression.

QUALIFICATIONS:

- Bachelor's Degree preferred, or equivalent combination of education, training, and experience
- Direct service experience working with low-income individuals in social service, employment, educational or instructional settings.
- Knowledge and experience working with diverse, low-income, homeless, and otherwise needy families/individuals in case of management and employment setting
- Experience providing job readiness and employment services to individuals preferred.
- Knowledge of workforce development, labor market trends, career development, and career counseling.
- Possess strong time management and organizational skills, with an ability to work flexibly in a hectic and changing work environment.
- Ability to diffuse conflict positively.
- Ability to work as part of a team within and outside the agency.
- Possess strong leadership skills and the ability to work independently.

The position is Open until filled.

SALARY: \$46,000

How to Apply: Please submit a resumé and brief cover letter to work@miaflcio.org.

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Justice, Equity, Diversity, and Inclusion - EEOC

Our organization is an equal-opportunity employer, and we actively seek to build diversity among our officers, staff, and members. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Women, people of color, LGBTQ, veterans, and disabled candidates are encouraged to apply.

Organization

The Michigan AFL-CIO is a non-profit federation of more than forty labor unions representing over 1 million working people across Michigan. Our mission is to improve the lives of working families—to bring economic justice to the workplace and social justice to our state and the nation. Employees of the Michigan AFL-CIO may work in collaboration with one, or all, of our affiliated nonprofit organizations in the Federation, including:

Michigan AFL-CIO Workforce Development Institute: our affiliated 501(c)(3) nonprofit organization was established to combat economic and environmental injustice by connecting the unemployed or underemployed with the training and resources necessary to find gainful employment and transition Michigan to a cleaner, greener economy.

Michigan AFL-CIO Labor Foundation: our affiliated 501(c)(3) charitable nonprofit organization established to combat economic and social injustice by connecting the working people with resources within Michigan's charitable, educational and legal systems.

Michigan AFL-CIO Advocates: our affiliated 501(c)(4) non-profit organization was established to unite labor leaders, policymakers, and the general public to educate and advocate for policies, programs, and projects to bring economic justice to the workplace and social justice to communities across Michigan.