



Position: Case Manager  
Starting Pay: \$27.00 - \$29.00/hour, DOE  
Deadline: Open Until Filled

## Program Description

Constructing Hope's mission is to rebuild the lives of people in our community by encouraging self-sufficiency through skills training and education in the construction industry. We provide no-cost, ten-week construction training programs, placement services, and career advancement support. We serve minorities, people coming from incarceration, and low-income adults. A youth summer camp provides skills, motivation, and construction career pathways. Constructing Hope's goals are to: (1) help the long-term unemployed attain sustainable careers, (2) increase workforce diversity, (3) reduce recidivism, and (4) meet hiring needs in the construction industry.

### THE POSITION

The Case Manager is a non-exempt, full-time position and provides overall administrative case management and administrative support services offered to participants. Work involves identification and coordination of community resources and supportive services; participant assessment, providing educational workshops, mentoring, participant advocacy and electronic maintenance of all program records and documentation and producing reports using a variety of data management systems.

### Responsibilities include:

**Case Management** and coordination of all program intake procedures and processes including initial screening for program eligibility and suitability. Working with the Job Developers, you create effective case management practices, ensure accuracy and completeness of all documents, and use a variety of Microsoft applications or other computerized tracking systems to enter participant information and produce a variety of monthly, quarterly and yearly reports.

**Provide** direct intervention assistance and refer participants to appropriate services and resources, conduct group and individual orientations and provide participant advocacy services to assist participants in receiving needed services.

**Assist team** to develop short-term case plans for participant support services (transportation, child-care, etc.), meeting with participants to assess progress and discuss strategies for post program completion.

**Representing** the organization to community and attending community meetings needed to facilitate Case Management goals.

**Electronic Data Management** of participant information and files; information input into established tracking systems and producing a variety of monthly, quarterly and/or yearly reports. **Additional Responsibilities** may include public speaking, teaching soft skills and budgeting, writing narratives for reports, assisting with the administration of drug testing of trainees, aiding the Program Manager with the Building Equity Program (Oregon driver's license reinstatement/obtainment and Oregon criminal record expungement) and other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Applicants Must Have:**

**Bachelor's Degree or equivalent of 3 years direct experience** providing case management in a social service setting

**Knowledge** of a broad range of social service and assistance providers for disadvantaged and communities of color

**Strong organizational skills** and electronic data management

**Ability** to communicate and work effectively with diverse populations

**Knowledge of or the Ability to learn** about the Trades, including union and non-union labor practices within the construction trades

**Have** reliable transportation for local travel during work hours

**Experience** with computers, including knowledge of Microsoft applications such as Word, Excel, Teams, and/or use of other data systems to track program activity and produce a variety of reports regularly.

**Experience** working with individuals from diverse communities and/or who are impacted by the justice system.

**Must be able to work independently as well as collaboratively with the Constructing Hope team and its' partners.**

## **TO APPLY**

Please send your resume, a cover letter indicating how you meet the Minimum Qualifications, and three references to: **careers@constructinghope.org**

**Constructing Hope is an Equal Opportunity Employer and Substance Free Workplace.**

Applicants may be asked to complete a drug screening, criminal background check or other testing procedures as necessary for completion of the hiring process.