

Position Announcement Case Manager I

The Central Arizona Governments (CAG) is seeking a Case Manager I for its Workforce Development programs. With our central office located in the City of Apache Junction, CAG is a regional governmental planning agency serving 17 communities, two counties, four Native American tribes, and a total population of 460,000 throughout Pinal and Gila counties. Workforce Development programs serve an important role for the region and provide over one million dollars in Workforce Innovation and Opportunity Act funds annually.

The successful candidate will provide support to WIOA eligible program participants to ensure their successful completion of training and/or employment objectives by performing the following duties:

Determines eligibility and in conjunction with the client, formulates an Individual Employment Plan (IEP) which identifies vocational goals, barriers to employment and supportive service needs. Determines appropriate course of action to overcome identified barriers and records information on the IEP. Meets with clients approximately every two weeks to assess on-going training and/or supportive service needs. Reviews IEP, on a regular basis, to ensure continued progress in training or job search program. Maintain accurate and complete case notes to outline client progress and to provide reference for all staff involved with the client. Provide counseling to clients to furnish information, resolve problems, motivate and encourage the client. Coordinate with various public service agencies, throughout the satellite office's area, to establish effective networking linkages and to gather referral information necessary for clients. Prepare supportive service forms for approval by WIOA Program Manager. Collect information necessary in the preparation of case files. Contact clients to provide information regarding possible employment opportunities. Conduct workshops, orientations and job clubs. Ongoing data entry into state's data collection program.

The position requires a minimum of 3 years of experience in client case management, an associate's degree in public administration, social work or an appropriate related degree. Any equivalent combination of experience and training which provides the required knowledge, analytical and communication skills will be considered. Travel throughout the CAG region is required. Occasional travel in state and out of state may also be required. Bi-lingual candidate preferred.

This position is located in Casa Grande, Arizona and conducts business on a five-day (8 hours per day) work week, Monday through Friday.

Salary range is \$30,000 to \$36,000 DOQ with a competitive benefit package provided.

Send detailed resume and three work related references to: Andrea Robles, Central Arizona Governments (CAG), 1075 S. Idaho Road, Suite 300, Apache Junction, AZ 85119 or e-mail arobles@cagaz.org.

First review of applications will occur on March 23, 2017. Recruitment will remain open until position is filled. CAG is an EOE-male/female, handicapped affirmative action employer.