

## **CASE MANAGER**

**START DATE:** Immediate

**SALARY:** \$32,000 - \$39,000 per year, depending on experience.

**LOCATIONS:** Gaithersburg, Silver Spring, Washington DC

**EDUCATION/EXPERIENCE:** Bachelor's degree from an accredited college or university; one year of experience in job development, job placement, employment counseling, or job seeking skill training and motivation; experience in marketing employers and working with the business community; excellent organizational, interpersonal, written, and verbal communication skills; ability to perform comfortably in fast-paced, deadline-oriented work environment; ability to successfully execute many complex task simultaneously; and ability to work as a team member, as well as independently. Bi-lingual capabilities preferred.

### **JOB RESPONSIBILITIES:**

1. Tracks customer attendance and participation in work activities.
2. Develops ongoing relationships with community.
3. Updates customer status promptly and coordinates actions with others.
4. Schedules appointments, reviews employment goals and makes individual job matches.
5. Delivers Job Readiness/Job Search and Life Works Workshops.
6. Utilizes group discussion and individual skill practice to build customer self-confidence.
7. Counsels regarding customer barriers to employment and workshop attendance.
8. Ensures all customers complete a master employment application, custom resumes created, and have practiced interviewing techniques on video.
9. Ensures that customer participation in job search is in accordance with the written employability plan and verifies 10 job search contacts a week.
10. Assists customers to resolve scheduling problems and plan their job search activities
11. Monitors and counsels customers concerning the effectiveness of the written employability plan.
12. Ensures that a majority of participants are placed into unsubsidized full-time employment, making at least \$7.00 an hour for 30 hours a week.
13. Prepares and submits reports as requested by management.
14. Performs other duties as may be assigned by management.

Please email resumes to [HR@athenaconsultingllc.com](mailto:HR@athenaconsultingllc.com)