



BILINGUAL RI WORKS CASE MANAGER

EMPLOYMENT & TRAINING DEPARTMENT

FULL-TIME (40 HOURS PER WEEK)

GENERAL RESPONSIBILITY: The Bilingual Case Manager will provide case management and supportive services coordination to youth and adults in the Employment and Training Department.

SPECIFIC RESPONSIBILITIES: The Case Manager will be responsible for those clients referred by the RI DHS under the RI Works program. Work with clients to meet their individual employment service plans which will include, but not be limited to, exploring career options; setting personal and professional goals; facilitating enrollment in advanced training programs; identifying financial needs, and gaining employment. Manage referrals and performance outcomes through the RI DHS EARRS system.

QUALIFICATIONS: Bachelor's in Social Work, Counseling, or related field, or cumulative education and work experience helping at risk individuals achieve their personal or professional goals is required.

SPECIAL QUALIFICATIONS Must be bilingual, Spanish speaking preferred. Must possess the skills necessary to help clients meet their individual employment service plans which may include, but not be limited to, exploring career options; setting personal and professional goals; identifying financial needs, and gaining employment. Must be able to work independently to manage clients at varying stages of success that may need employment supports, internal/external referrals, and long and short term follow up. Must have the necessary skills to offer clients positive reinforcement that provides motivation to help them to achieve their personal goals and individual employment plans, strong computer skills (goal tracking requires the use of computers and the Internet) and must have reliable transportation (service locations are based in various parts of the state).

APPLICATION PROCESS: Cover letter and resume due to Tri-County Community Action Agency at apply@tricountyri.org; fax 1-855-372-4016; mail to Tri-County Community Action Agency, 1126 Hartford Avenue, Suite 201, Johnston, RI 02919.

Tri-County Community Action Agency is an Equal Opportunity and Affirmative Action Employer. Tri-County is committed to treating all applicants and employees fairly based on their abilities, achievements, and experience without regard to race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, limited English proficiency (LEP), gender identity, or any other classification protected by law.