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Job Reference #: CM-CYEP2018  
Posting Date: 11-29-17  
Job Assignment Time: December 2017 – June 30, 2018

Job Description: Case Manager – Community Youth Employment Program (CYEP)  
Type of Position: Part-time Position/Seasonal with potential to transition to a Full-time position  
\$15,000 - \$17,000/Bi-Yearly Depending on Experience

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Employee Connections is a 501 (C) (3) not-for-profit employment education and training agency providing employment education training programs and services that prepare and connect low income and disadvantage youth and adults with job opportunities. Our administrative office is located in Waukegan, IL

***Our Mission...***

***“To prepare low income and at risk individuals with opportunities to connect with compassionate employers.”***

**BASIC JOB FUNCTION:**

CYEP Case Manager will initiate contacts with local communities and social agencies, and develop professional relationships with youth clients and families. CYEP Case Manager will work directly with the Director of Technology & Training and be under supervision of the Executive Director.

**DUTIES AND RESPONSIBILITIES:**

- Conduct intake and assessments of CYEP youth customers.
- Verify youth customers’ eligibility documents for program.
- Through the Illinois workNet, assist the Director of Training in making sure youth complete their:
  - NOCTI 21st Century Skills Assessment
  - Career Cluster Inventory
  - Employment 101 Curriculum
- Work with the program team to develop an Individualized Services, Training, and Employment Plan (ISTEP) - In collaboration with individual youth participants, providers will utilize assessment data to develop a comprehensive college and career plan that will address each participant's short term and long term goals for employment.
- Develop individual case plans, similar to “wrap-around” service plans (ISS) with youth and, including reviews and modifications at appropriate intervals.
- Assess youth customer support needs and direct them to appropriate in-house services or external resources and conduct follow-up to ensure continuum of services.
- Maintain in-take information records and provides reports and forms to Program.
- Intervene with collateral resources, agencies, bureaus, facilities, and other entities on behalf of CYEP customers and their families.
- Ensure that CYEP customers receive the most efficient and professional assistance, support and guidance.
- Serve as a team player by maintaining open communication with the entire CYEP program staff and assisting other staff when needed.
- Participate actively in program-related conferences, workshops and training as needed.
- Prepare program-related documents and reports as requested by the Program Manager
- Other duties as assigned.

**QUALIFICATIONS (SKILLS/KNOWLEDGE AND ABILITIES):**

- Bachelor in a social science or related field or equivalent experience.
- 1-3 years' of efficient case management experience
- Experience working for a not-for-profit organization is a plus
- Experience in working with low-income disadvantaged youth with barriers is a big plus
- Experience in career counseling and workforce development is a plus

**REQUIREMENTS:**

- Demonstrate time management and organizational skills. The ability to manage multiple priorities under changing circumstances and timeframes.
- Excellent verbal and written communication skills
- Excellent interpersonal group communication skills
- Office Productivity Knowledge of MS Office
- Ability to work in a team environment
- Organized and efficient in record keeping and updating
- Conflict resolution skills
- Customer service skills
- Must have own transportation (reliable vehicle)
- Must have a valid driver's license
- Must have valid car insurance

**IMMEDIATE SUPERVISOR:**

- Program Manager

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**Email Resumes To:**  
[employment@myemployeeconnections.com](mailto:employment@myemployeeconnections.com)