



GROWING HOME

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Case Management Coordinator

Growing Home, a job training program for individuals with employment barriers, has been working in Englewood for the past decade. The Employment Training department at Growing Home is looking for a dynamic Case Management Coordinator to add to our team. We are seeking social work candidates who are people focused, excel working in a team setting, and embrace holistic approaches to the delivery of services.

Top candidates will be energetic, committed to individual and social change, and ready to facilitate partnerships with other local service providers. The Case Management Coordinator will have experience working with a diverse array of low-income adult populations, a knowledge of other local service providers, and a drive to provide services in a non-traditional setting.

The majority of the Case Management Coordinator's time is spent working at our farm in Englewood located at 5814 South Wood Street. In this role, it is crucial the Case Management Coordinator be onsite during program participants' onsite hours, and as such, primary work hours are 8 am to 4 pm. For special events or at particularly busy times per year, the Case Management Coordinator may be required to work weekend or evening hours. The Case Management Coordinator reports to the Director of Employment Training.

To apply, submit an application to jobs@growinghomeinc.org. Your application must consist of a cover letter, resume, and writing sample of one to three pages. The writing sample may be an example of professional correspondence, an essay or journalistic article, a memo or similar. The subject line of your application email should be "Case Management Coordinator." Applications must be received as a single PDF document by 4 p.m. on December 21, 2017. Emails only; calls, in-person visits, and postal mail will not be accepted. Incomplete applications or applications that do not comply with the outlined application procedure will not receive a response with submission.

Primary Position Responsibilities

- Oversees supportive service provision for clients; identifies participant needs for ancillary referrals for health, education, counseling, housing, etc.
- Coordinates and develops referral partnerships, and works closely with the Director of Employment Training in facilitating organizational collaborations
- Provides feedback and advice to other frontline caseworkers, including support to colleagues without social work backgrounds, as well as program graduate mentors
- Serves as lead in case noting, including providing support to other staff
- Maintains client files, gathers and processes necessary data for case management
- Provides relevant data and information for reporting purposes, maintains clear data for data analysis, and writes reports, case studies, and assessment
- Participates in weekly case management meetings with employment training team and site managers
- Collaborates with Employment Training team for participant application review,

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- interviews, and participant hiring decisions
- Assists in job readiness training, including assisting in classroom facilitation, curriculum development/revision, and provides pre-employment and retention counseling services as necessary; may provide secondary support in job searching, interview preparation, and resume creation
 - Assists in recruitment by leading information and application sessions
 - Assists in office support tasks and operations tasks as needed
 - Performs other duties as assigned

Qualifications

- A demonstrated commitment to social justice with prior experience working with low-income populations
- Comfortable working directly with marginalized populations; ability to engage with individuals in an authentic and nonjudgmental manner
- Familiarity of Chicago social service resources
- Strong written and verbal communication skills; ability to engage, inspire, and influence a wide variety of stakeholders
- Ability to work closely in a team of individuals with mixed professional and educational backgrounds
- Bachelor's degree in social work required; MSW strongly preferred

Some travel for meetings will be required. Must have an aptitude and willingness to navigate public transportation throughout the greater Chicago-area, or a valid driver's license.

This is a full-time exempt position with an annual salary of \$43,000 to \$48,500 depending on experience and education. In addition to base wage, Growing Home offers a competitive benefits package.

All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.