

El Sol Full Time Case Manager Coordinator

This is an FLSA Classified Non-Exempt Position. The **Case Manager Coordinator** is a full time position for 40 hours per week that serves the purpose of supervising the El Sol Case Manager Program at assisting workers in reaching their goal of increased self-sufficiency. The **Case Manager Coordinator** shall facilitate effective coordination, communication, and collaboration with workers and program coordinators/service providers to assist clients to achieve self-sufficiency. The **Case Manager Coordinator** will assist in providing access to vocational training and educational classes through the Worker Development and Labor Program at El Sol.

Job Responsibilities

1. Oversees CM program and supervises CM staff. Serves as the CM Program planner, setting goals and objectives and developing projections of needs. (25%)
2. Admits new clients to the Labor and Worker Development Program by ensuring that workers are registered with proper documentation and following El Sol guidelines. (10%)
3. Complies with monitoring requirements set by funding source and supervisor. Ensures that all client paperwork is completed, signed, dated and in order. (5%)
4. Collaborates with Worker Development Coordinator and Labor Desk to register the worker for classes, trainings and workshops (in WITS program) (5%)
5. Ensures that Case Management staff is following CM policy and procedures. (20%)
6. Responsible for organizing CM program client files under locked filing system in order to keep confidentiality of client information. (10%)
7. Assists in evaluating program staff work performance. (10%)
8. In partnership with the CPO, the CM Coordinator will evaluate the CM program and will recommend policy improvements to the CPO and Executive Director. (10%)
9. Other duties as assigned. (5%)

Qualifications

- Bachelor's degree in Social Work or equivalent with 3 years' experience dealing with underserved communities and diverse population
- Excellent Organizational skills
- Able to work within a team setting and able to provide conflict resolution with clients
- Excellent verbal and written communication skills in both English and Spanish
- Computer skills for data entry and Excel and Microsoft office software.
- At least one year experience working as a Case Manager.
- Cultural Sensitive Background

This position will report to the Chief Program Officer.

Name

Date