

NOW HIRING CASE MANAGER III

Full-Time, Exempt ~ Location: Seattle, WA

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to well-paid, long-term work. We creatively align support services — like housing, childcare, transportation and counseling — with job skills training and job placement assistance

As the Case Manager III, what will you do?

Guided by the mission and values of SJI, the Case Manager III will recruit, assess and enroll participants in SJI's training and employment programs, and provide wrap around support during job placement and retention. They will provide strengths-based coaching to identify the needs and career goals of each participant matching them to appropriate programs, services and resources on their path to occupational advancement.

- Provide career coaching, support and advocacy for individuals seeking employment and training opportunities to advance their career growth.
- Self-directed and motivated to support participant success, taking initiative to seek improvement and explores new opportunities for clients.
- Ability to critically assess situations, work independently and tactfully handle challenging situations.
- Excellent listening and communications skills, diplomacy and willingness to ask questions and give and receive constructive feedback.
- Demonstrated understanding of local communities, labor market, local industries and employers, WorkSource system, social service and education institutions in King County and Seattle.
- Instruct classes intermittently on the following topics: Employability Skills, Customized Job Readiness Curriculum, Basic Math, Basic Computer Skills.
- Provide stress management coaching to participants, experiencing challenges succeeding with the multiple priorities that accompany engaging in life-changing activities like new employment and training.

What qualifications and experience will our Case Manager III bring to SJI?

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: Excellent communication, professional and gracious behavior, collaboration, respect, and leadership behavior.
- **EDUCATION AND EXPERIENCE:**
 - Associate's degree in Human Services, Social Work, Education, Workforce development or related field. Relevant experience may be accepted in lieu of a degree. BA/BS degree in Human Services, Social Work, Education or Workforce Development preferred.
 - 3-5 years' experience in case management services in workforce development or related field.
 - Willingness to take professional development training to be well-qualified to provide instruction and stress management coaching.
 - Intermediate skills in Microsoft Excel, Word and Outlook required.
 - Experience with case management databases (preferred).
 - Bilingual/multilingual capabilities a plus.
- **OTHER QUALIFICATIONS:**

Reliable transportation and valid driver's license and proof of insurance required for local travel.

COMPENSATION & BENEFITS: Hire-in salary pay range \$50k to \$63k, company paid employee medical, dental, vision, short and long term disability, life insurance, health and dependent care flexible spending accounts, company partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with SJI match.

SEND YOUR RESUME AND COVER LETTER TO JOBS@SEATTLEJOBSINIT.COM