



Seattle Jobs  
Initiative

## WE ARE LOOKING FOR **CASE MANAGER III**

Full-Time, Exempt

Location: Hybrid in Seattle, WA

Seattle Jobs Initiative (SJI) is an organization deeply committed to and guided in its daily work by its mission. Bounded by a set of values, SJI drives toward its vision for the future through an identity statement that defines how it will accomplish its mission and vision. SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQIA2S+, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

### **POSITION DESCRIPTION**

Case Manager III (Instructor) will recruit, assess, and enroll participants in SJI's training and employment programs. Will provide wrap around supports during job placement and retention. This position provides instruction in one or more of the skills programs offered by SJI and 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.

This position performs the following duties:

- 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.
- Demonstrated relationship-building skills with internal and external partners.
- Customer orientation and understanding of customer service principles, procedures and confidentiality.
- 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.
- High attention to detail, strong organizational and prioritization skills, and the ability to meet deadlines and coordinate multiple activities required.
- Knowledge of local community resources and agencies, as well as government benefit and immigration policies and procedures.
- Program outreach and program presentations to community-based agencies.
- Meet with clients throughout the county to deliver supportive services.

- 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, and filed specific training for our pathways programming.
- Prepare, organize, and deliver classroom content based on a curriculum provided.
- Adjust and supplement materials and lesson plans, based on stakeholder and employer input as needed. This activity to be supported by Program Manager and others.
- Document participant attendance, and classroom performance.
- Assess participant classroom performance.
- Advise participant for success, based on training performance assessments.

## **EXPERIENCE AND QUALIFICATIONS**

- Minimum of 3 years' experience in case management services in workforce development or related field; OR any equivalent combination of lived experience and education which provides the applicant: with the desired skills, knowledge and ability required to perform the work.
- Strong computer, administrative, and organizational skills.
- Willingness to take professional development training to be well-qualified to provide instruction and stress management coaching.
- Experience developing and editing resumes and cover letters for clients.
- Experience working virtually (Zoom and Teams)
- Able to navigate around the multi-county area to provide client services and attend meetings.
- Intermediate skills in Microsoft Excel, Word and Outlook required.
- Experience with case management databases (preferred).
- Bilingual/multilingual capabilities a plus.

## **COMPENSATION AND BENEFITS**

Hire-in salary pay range is \$53,120 to \$66,400, company pays 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. SJI provides remote work support to all staff.

SJI employees are required to be fully vaccinated against COVID-19. If selected, you will be required to submit proof of vaccination prior to your start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

**SEND YOUR RESUME AND COVER LETTER TO [JOBS@SEATTLEJOBSINIT.COM](mailto:JOBS@SEATTLEJOBSINIT.COM)**