



## **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.