



## Volunteers of America®

### **Job Developer/Case Manager**

#### ***Prisoner's Re Entry Initiative Job & Opportunity 4 Building Success (JOBS) Program***

We are Volunteers of America, one of the nation's largest and most respected nonprofit organizations, employing over 700 people in the Los Angeles basin alone -- and over 30,000 nationwide. Since 1896 it has been our mission to help people in need and nourish the human spirit. Our national motto, "There Are No Limits to Caring", is something we live and breathe daily.

The Prisoner's Re Entry Initiative Job & Opportunity 4 Building Success (JOBS) Program is designed to help ex-offenders recently released in to the community find their rightful spot in today's society. We recognize and honor these temporarily-disadvantaged ex-offenders, treating each with the respect they so richly deserve, and train and uplift them to self-sufficiency through mentoring, a vital work, and home life.

**Position Purpose:** To provide direction in the day to day operations of the Prisoner's Re Entry Initiative Job & Opportunity 4 Building Success (JOBS) Program. To ensure quality of service delivery for comprehensive case management and job development services to recently released ex-offenders. To assist and develop staff to assist clients with all aspects of reintegration into society through casework services, to secure and maintain gainful employment, thereby increasing their likelihood of long-term economic self-sufficiency, decreasing the likelihood of recidivism, and residential stability. To provide overview on reports filed with U.S. Department of Labor.

**Minimum Qualifications:** Must have a proven track record of placing clients in employment. Must possess the ability to generate and foster strong relationships with employers, and evidence of same. Experience in working with the prisoner's re-entry population (ex-offenders) strongly preferred, people in recovery and/or homeless individuals; sensitivity to the needs of the clients in the community a must. Must have experience in employment preparation to conduct 1:1 as well as group work readiness training. Strong case file documentation is required to debrief progress for each case file. Strong computer skills with emphasis in MS applications including Word, Excel, Power Point, and Internet. Knowledge of operating P.R.I. Management Information System (MIS) is a definite plus. Must have California driver's license and dependable transportation; must have clean driving record to be insurable by VOA. Home visit's and job site visits may be required. Experience in Common Measures reporting model as used by Dept. of Labor is a big plus. Bachelors of Science in Guidance or Counseling, or Bachelor's Degree in equivalent field or four years of experience in employment placement and vocational counseling activities preferred; however, a combination of education and experience may be acceptable.

#### **Principal Responsibilities:**

1. Oversee caseload of minimum 60 participants enrolled in program to include intake, assessment, work readiness training, mentoring, job placement and follow up.
2. Ensure there is an individualized employment plan for enrolled participants. Coordinate employment plan with client and staff as needed.
3. Assist in securing supportive services for clients as necessary.
4. Provide staff support in the development of strategies and training to ensure optimal performance.
5. Provide direction for career counseling and job coaching, including labor market trends to job seekers, coordinating job skills training, as outlined in employment plan, arranging interviews with employers and working with clients on job retention issues.
6. Develop linkages with such outside sources as the EDD, WorkSource Centers, Department of Rehabilitation, vocational schools, community based organizations, the VA, and other re-entry social services and employment resources to ensure clients have access to available services.
7. Direct and oversee the establishment of complete and accurate records of your assigned caseload and client participation and progress towards goals and objectives. This includes developing and

- renewing Individual Service Plans and keeping track of placement and retention data as required by the Prisoner's Re Entry Initiative Job & Opportunity 4 Building Success (JOBS) Program.
8. Work with staff to develop and implement aftercare plan for each participant including independent housing.
  9. Cultivate and maintain relationships with prospective employers.
  10. Represent the interests of the agency, the program and the program participants in all networking and public relations opportunities.
  11. Conduct workshops, mentoring, and group training sessions as required as well as 1:1 sessions with clients to deliver work readiness training. Expertise in employment preparation is required. Work overtime/ Flex time as required.
  12. Work with our other re-entry, and community based programs to ensure client compliance with and successful participation.
  13. Report directly to lead job developer/case manager, and program director; provide case load weekly reports regarding status of caseload.
  14. Ensure that caseload maintenance is in compliance with common measure goals, outlined by the department of labor.
  15. Document progress of each individual and document all services provided to each individual in the Management Information System (MIS) data base.
  16. Other duties as needed.

**Volunteers of America of Los Angeles is an Equal Opportunity Employer**

For more information about us, please see our web site at [www.voala.org](http://www.voala.org)

An employment application can also be downloaded from our web site.

To apply, please send your resume &/or completed application with salary requirements to:

**Volunteers of America, Los Angeles**  
**Lisa Theilig, Program Administrator**  
**544 S. San Pedro Street**  
**Los Angeles, CA 90013**  
**Fax: 213-593-9003**  
**E-mail: [voagrace@aol.com](mailto:voagrace@aol.com)**  
**E-mail: [voajobs1@aol.com](mailto:voajobs1@aol.com)**