



## **ADWORC Case Manager** *(Grant-Funded)*

### **POSITION DESCRIPTION**

The Arkansas Delta Workforce Opportunities for Rural Communities (ADWORC) Case Manager fosters successful workforce training for under-resourced citizens and the re-entry of previously incarcerated, returning citizens through the delivery of evidence-based practices. The ADWORC Case Manager will conduct comprehensive client assessments to establish individualized case plans reflective of identified needs, complete assessment for incarcerated persons, maintain and analyze program results and prepare required grant outcomes, develop and implement strategies for reintegration that will foster the successful re-entry of clients returning to the community. This position works closely with an interdisciplinary grant planning team to develop and implement successful evidence-based interventions. This position requires some travel to Arkansas Community Corrections facilities in Osceola, West Memphis, and occasional statewide travel. This position reports to the Associate Vice President for Community Relations. The ADWORC Case Manager position is a 12-month, grant-funded position whose continuation is contingent upon accomplishment of quantified grant-related goals and outcomes.

### **DUTIES AND RESPONSIBILITIES**

- Provides one-on-one and group service coordination
- Assists clients with self-help, job readiness and social skills
- Maintains awareness of physical and emotional changes in clients and reports concerns to appropriate staff and supervisor
- Attends in-services and staff meetings as required
- Maintains a caseload of program clients
- Acts as a liaison for clients and other related agencies involved in the re-entry transition process
- Provides information and support
- Assists clients in completing various forms and obtaining documents for transition, training, education and employment
- Provides interventions when necessary;
- Conducts a variety of risk/needs assessments with client
- Assists in developing client's Individual Service Plan (ISP) or success plan;
- Assists in coordination of clients' transportation to appointments, interviews, and other program-related activities
- As part of a team, participates in collaborative meetings with staff and agencies to provide information and recommendations
- Maintains accurate records and reports including attendance records, case notes, daily charts of client progress, pertinent client information, client intake files/records, and various related forms

## **MINIMUM QUALIFICATIONS**

A bachelor degree is required and preferred in one of the following areas: social work, sociology, psychology, criminal justice, public administration, or other related field. Candidates must have demonstrated computer proficiency with word processing and spreadsheets (Microsoft Word and Excel). Applicants should have experience with case management or educational service facilitation, and must have experience, or be willing to receive training, with working within institutionalized settings and working in the field of re-entry. Candidates should possess knowledge of the criminal justice system in Arkansas and demonstrate excellent verbal and written communication skills.

Case Management is a collaborative process that assesses, plans, implements, coordinates, monitors and evaluates the options and services required to meet the client's human service needs and is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes. Selected candidates must possess the ability to work independently, take initiative, prioritize tasks, and establish and maintain effective partnerships with re-entry stakeholders, grant team members, and service providers.

## **SALARY**

Salary is determined by education and experience. A generous fringe benefit package is included.

## **APPLICATION DEADLINE**

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

## **APPLICATION PROCEDURES**

To be considered for the position, interested candidates should submit all of the following: cover letter, resume, completed application (available at [www.anc.edu/jobs](http://www.anc.edu/jobs)) and transcripts to [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu) or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109**. For more information, please call (870)762-3121.

## **DATE OF ANNOUNCEMENT**

October 21, 2019

*ANC is an affirmative action, equal opportunity employer*