



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
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Case Manager, YouthWorks Summer, Temporary Full Time (37.5 Hours)

WCAC's YouthWorks Summer Jobs Program provides summer jobs for low-income, at-risk, inner city youth between the ages of 14 and 21. Each summer, youth are provided with 18 hours of pre-employment training, along with 6-7 weeks of meaningful paid work experience, and daily supervision and support.

WCAC is seeking a qualified individual to maintain a case load of assigned youth and work sites while ensuring a positive work and learning experience for both youth and employers for the 2020 YouthWorks Summer Jobs program.

This is a temporary, summer position starting June 15, 2020 and ending August 21, 2020. The Case Manager will work 37.5 hours per week, Monday to Friday from 8:30am – 4:30pm.

Qualifications:

- High School Diploma or HiSET, Bachelor's degree preferred; related experience considered.
- Demonstrated skills in supervising and/or leadership experience.
- Familiarity with the Worcester and Webster communities preferred.
- Experience working with at-risk youth preferred.
- Ability to work effectively and cooperatively with individuals from diverse cultural, educational and socio-economic backgrounds required.
- Attention to detail is essential. Will be asked to verify participant eligibility and timesheets.
- Must be able to multitask and work in a busy environment with a lot of time traveling to different worksites.
- Must become familiar with and able to cite potential violations of OSHA worksite rules and Child Labor laws.
- Strong written and oral communication skills.
- Must be proficient in Microsoft Office.
- Bilingual ability preferred.

Other Requirements:

- Ability to successfully complete a CORI/SORI review.
- Valid driver's license and reliable transportation required. This position requires daily travel throughout the city.

Duties and Responsibilities:

- Interact with business partners in a professional manner, exhibiting excellent customer service skills.
- Conduct employer orientation and facilitate work readiness training for youth in a small group setting.
- Monitor worksites for compliance with all applicable state, federal, and program rules and regulations.
- Establish and maintain a positive working relationship with worksite employers. Communicate with worksite supervisor weekly to ensure a successful experience.
- Establish and maintain a positive mentoring relationship with youth. Communicate with youth weekly to ensure a successful job experience.
- Conduct weekly visits to assigned worksites. Assist with problem-solving in the event of conflict. Escalate to manager when appropriate.
- Monitor accuracy of and maintain weekly timesheets to include proper signatures. Distribute weekly payroll.
- Develop, implement, and complete Work-Based Learning Plans for all assigned youth. Conduct reflection activities designed to assist youth with skill development.
- Assist youth with developing plans for "next steps", such as resume writing and job applications.
- Ensure youth have appropriate wrap-around supports; make referrals for services as needed.
- Meet with JEC Team to provide weekly status reports on the employers and assigned youth.

Send cover letter and resume specifying position via email to hr@wcac.net or to the Human Resource Department, Worcester Community Action Council, 484 Main St, 2nd Floor, Worcester, MA 01608. **Application deadline is May 29, 2020.**

Worcester Community Action Council, Inc. is committed to a policy of equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, sex, age, national origin, religion, physical or mental disability, pregnancy or pregnancy related condition, sexual orientation, gender identification, genetic information, membership in the uniformed services or any other classification which is protected under state or federal law.