

Springfield Urban League, Inc.

Empowerment Caseworker

Job Description

Updated 9/19

SUMMARY: The position of Empowerment Caseworker regardless of race, creed or disability has the responsibility of working closely with the Workforce Development Division. This position will serve clients/mentees from the community, in the Central Illinois and surrounding areas. The Empowerment Caseworker will provide instruction and guidance for clients/mentees in the following areas, but not limited to: financial training, income support, employment coaching, and civic engagement.

ESSENTIAL FUNCTIONS:

1. Recruit and provide case management to at least 20 client/mentees.
2. Follow grant guidelines, meeting all deliverables and program objectives.
3. Perform client assessments, identifying barriers to success and coordinating appropriate services with service providers.
4. Write reports on how action plans are working out along with detailed case noting all client/mentee activity.
5. Provide vocational guidance to those clients, documenting sessions, devising and implementing methods of monitoring clients and making assessments of their progress.
6. Direct client/mentees to the SUL Jobs Board and services available at the Illinois Employment and Training Center.
7. Maintain up-to-date knowledge of funding sources rules, regulations and policies.
8. Advocate for engaged client/mentees.
9. Identify the need for appropriate client/mentee accountability plans.
10. Address the problems of client/mentees by navigating them through a coordinated system of support.
11. Facilitate and identify community and peer mentors.
12. Assist mentors and mentees in identifying and utilizing the community resources necessary for academic and social success.
13. Encourage deterrence of high-risk behavior by providing conflict mediation services to enhance and promote public safety in the community.
14. Build strong relationships with client/mentees through small group activities and one-on-one meetings.
15. Provide tools to encourage client/mentees in development of parenting behaviors and employment skills.
16. Provide one-on-one financial counseling/coaching.
17. Facilitate financial literacy-based workshops with financial/income support/employment coaching, to provide economic and workforce empowerment for the client/mentees.
18. Develop relationships with local organizations that provide reliable support assistance to client/mentees, to increase their health and quality of life.
19. Performing special assignments and related duties as required.

QUALIFICATIONS:

1. Must possess a Bachelor's degree and/or equivalent education and work experience.
2. Must have knowledge of administering and interpreting standardized tests.

3. Have effective communication skills – both written and oral.
4. Have adult and youth based interpersonal skills.
5. Strong organizational, time management skills and able to multitask to handle the demands of various cases at the same time.
6. Knowledge of computer operations; and/or must be willing to learn new data management systems.
7. Have group facilitator experience.
8. Must have conflict and peer mediation skills.
9. Have Community outreach and engagement experience.
10. Have positive community relationships
11. Have career development skills.
12. Must have a current driver's license and reliable transportation.
13. Must be willing to adjust work schedule for evening and or weekend shifts.

Please submit an SUL Application, Resume and Cover Letter to the Office of Human Resources, Springfield Urban League, Inc. – 100 North 11th Street, Springfield, IL 62703 or email all application materials to employment@springfieldul.org .

The Springfield Urban League, Inc. is an Equal Opportunity Employer.