



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Case Manager

Description: Preferred Personnel's client is seeking a Case Manager! Responsibilities will include: Assisting program participants in developing vocational goals reflective of their skills, capabilities and interests. Manage participant progress towards achieving goals by creating and updating plans.

- Meets with participants to identify barriers to employment and develop strategies to manage these issues.
- Maintains complete, accurate and timely case notes and related records in manual and or electronic systems.
- Outreach to referrals who fail to show for appointment.
- Eligibility determination, data entry and case management
- May conduct orientations for outreach purposes
- Maintain contact with customer and employers for work experience activities
- May assist with guidance for vocational training activities, support service's needs
- Create update and ensure completion of plans according to contract deadlines.
- Attends scheduled supervision meetings to discuss participants progress.
- Other duties as assigned

Qualifications:

- Bachelor's degree in related field or a satisfactory equivalent of education and experience
- Strong communication skills
- Knowledge about community resources.
- Able to work with and relate to participants and be culturally sensitive.
- Strong organizational skills.
- Must be computer literate and have MS Word and Excel skills at minimum, and the ability to learn specialized databases and software systems
- Bilingual a plus

Requirements

- Must be detail oriented, dependable and accountable
- Must have good grammar, spelling and typing skills
- Must have strong interpersonal skills and the ability to communicate clearly and professionally
- Must have the ability to maintain confidentiality
- Must have a valid Texas Driver's License with a clean driving record
- Must have valid vehicle insurance and be listed as an insured driver
- Must have reliable transportation and be willing to travel for work related reasons as needed

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com

www.preferred-personnel.com