



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Case Manager

Description:

Preferred Personnel's client is seeking a Case Manager for their Odessa Office! Responsibilities will include: Provide one-on-one individual coaching in current job and activities outlined in skill development plan. Arrange supportive services as needed. Arrange and develops individual employment plans to include training services when necessary. Develop partnerships with employers. Facilitate and provide re-employment activities. Arrange on-site mentoring for customers by co-workers. Develops partnerships, in order to promote problem solving, job retention, and advancements. Other duties as assigned

Qualifications:

- B.A. in counseling, social science or related field preferred.
- Two years of work experience combining elements of job placement, training, and counseling.
- Ability to interact positively with a variety of job seeker clients, including those with barriers to employment.
- Ability to maintain an intensive interviewing schedule.
- Knowledge of federal and state regulations relating to employment and training programs.
- General knowledge of a variety of job specific skills and firm knowledge of appropriate employment "soft skills".
- Knowledge of job development, placement and employment search and retention processes, and a working knowledge of workforce development programs and the local business community is desirable.
- Must be able to coordinate services for participants with multiple barriers and with private sector businesses.

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com