

Please Note: If you are applying for more than one position, please submit a separate, complete application packet for each position.



## INTENT TO EMPLOY

### GRANT FUNDED

Reposting Date: July 1, 2020

**Position:** Case Manager-Connect to Your Future  
Continued employment is contingent upon funding from the grant

#### Minimum Qualifications:

1. Bachelor's degree **required**.
2. A minimum of one (1) year of full-time related work experience preferably in education, workforce development, postsecondary education, social services, career services, human resources or a related field **required**.

#### Job Functions:

This full-time position Case Manager for the Connect to Your Future will assist the Site Coordinator with various duties involved in maintaining the program within the college's service area. Under the supervision of the Site Coordinator, these duties include marketing the Connect to Your Future Program to local partners and youth, assisting youth ages 16-24 with program eligibility and verification, conducting orientation sessions, developing ISS plans, and coordinating with the College's Workforce Education Department and One Stop Career Center to provide academic and occupational learning and/or employment and learning opportunities. The employee will:

1. Assist interested youth ages 16-24 with completion of the WIOA Youth Application, collection of required documentation and registration in Alabama JobWorks (or ADOL database).
2. Provide direct referrals to interested youth to onsite WIOA representative to ascertain candidates' WIOA Youth eligibility.
3. Notify youth of initial eligibility, schedule orientation sessions to explore careers and pathways.
4. Work with Adult Education Instructors to schedule TABE testing in conjunction with orientation.
5. Interview and assess participants for program suitability, academic skills, employability skills and supportive services to develop individual Service Strategy (ISS).
6. Provide referral services as needed for tutoring/remediation, childcare, wrap around services, other established supportive needs.
7. Maintain student records pertaining to attendance, behavior, and academic progress.
8. Collaborate with the College's One Stop Career Center to provide career connections (paid and unpaid) to program participants as they enter and progress through the Connect to Your Future Program.
9. Assist with a monitor job placement upon training/program completion for up to 12 months.
10. Facilitate procedures to engage participants and provide supportive services.
11. Work with success coach to develop workshops related to Student Success/Job success.
12. Perform other duties as assigned pertaining to Connect to Your Future Program.
13. Assist in data collection for reports as required.
14. Perform other duties as assigned.

**Salary:** The exact salary placement will be Salary Schedule E-3 for an annual salary of \$31,077.00.

**Application Deadline:** 4:30 p.m., July 17, 2020

**Application Procedure:** A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

#### **"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

##### **Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-7899  
Fax: (205) 856-7720

##### **This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

**EQUAL OPPORTUNITY EMPLOYER**