



Case Manager

Employer:	W-O-W WORKFORCE DEVELOPMENT INC
	892 MAIN STREET
	SUITE A
	PEWAUKEE, WI 53072-5809
	http://www.wowwdb.org
Work Site County/ies:	Waukesha
On Bus Route?	Yes
Pay:	\$28,816.00 Per Year to \$40,373.00 Per Year
Duration/Usual Hours Per Week:	Full-Time, 40 Hours Per Week
Shift/Work Days:	First Shift. Monday-Friday.
Number of Openings:	1

Minimum Requirements of Employer:

Education:	Bachelor’s Degree Desired
Professional Licenses / Certifications:	No Licenses or Certifications Requested
Vehicle:	Required, Mileage reimbursement available.
Driver’s License:	
Type:	Class D - Regular (Auto, Light Truck, Moped) Required
Endorsements:	No Endorsement Requested
Age:	18 or older Required
Experience / Qualifications:	Must have excellent communication skills, good computer skills including Microsoft Word and Excel and understanding of the current workforce environment. Prior case management experience is needed. Prefer candidate with some exposure to persons with criminal backgrounds.

Duties and Responsibilities of the Job:

Waukesha-Ozaukee-Washington Workforce Development, Inc. has an immediate opening for a full-time Case Manager to provide pre-release & post-release case management services to offenders who are supervised by the Department of Corrections and incarcerated in Waukesha County.

Duties include:

- Deliver intensive, individual case management services to participants, providing direct support with resume & application development, job searching, interviewing, job placement & retention
- Conduct soft-skills training sessions on resume writing, interview skills, understanding your criminal background, etc.
- Develop job leads through online research & by meeting with potential employers
- Assist participants in identifying solutions for housing, mental health, addiction or substance abuse, child support, or life skills training, as needed; then connect participants to resources as appropriate
- Once a participant secures employment, provide follow-up and retention services
- Maintain individual participant files & document all participant contact via database
- Work with participants to ensure that they have their Wisconsin Driver’s License or valid Wisconsin Identification Card; when needed, assist participants in locating birth certificates or filling out paperwork
- Provide or broker services to holistically address participant needs
- Perform program analysis & reporting for the W2W Program, including monthly progress reports to management
- Other duties as assigned

Benefits:

Insurance:	Health Insurance, Dental Insurance, Life Insurance
Leave and Holidays:	Sick Leave, Vacation, Paid Holidays
Retirement & Financial:	Retirement
Comments:	Benefits discussed during the hiring process.

Company Profile:

A non-profit corporation working in partnership with local elected officials and businesses to meet the workforce development needs of the region. Provides administrative, marketing, and employer relations services for the area's Workforce Development Centers. Equal Opportunity Employer.



How To Apply:

Mail a Résumé W-O-W Workforce Development, Inc.
Attn. Human Resources Department
892 Main Street, Suite A
Pewaukee, WI 53072

Fax a Résumé 262.695.7890

Additional Application Information Resumes accepted until position is filled.

NO PHONE CALLS WILL BE ACCEPTED

Equal Opportunity Employer