

# EPWORTH

## Where Kids Find Strength

**Job Title:** Vocational Case Manager  
**Job Classification:** Service Worker (EEO Code 9.0)  
**Department:** Community Services  
**Reports To:** ILP Coordinator  
**FLSA Status:** Salary/Exempt  
**Prepared Date:** 7/9/10

**Purpose:** This is a professional position providing vocational support for Transitional Living and Independent Living Program participants. The employee is responsible for supporting clients with meeting their individual vocational goals utilizing a person centered approach.

**Essential Duties and Responsibilities include the following. Other duties as assigned or needed.**

Prepare all client paperwork within required timelines.

Administer agency policy and procedures.

Ensure participant files are maintained per accreditation standards.

Keeps supervisor informed of events, concerns, needs as appropriate.

Set schedule appropriately to meet participant needs. Including being responsive to emergency needs.

Provide face to face contact with youth as required.

Gather and maintain knowledge of community resources and provide referrals to the program participants.

Teach professional workplace skills to youth. (i.e. resume writing, workplace performance, interviewing skills, etc.).

Collaborate with ILP/TLP case manager to address individual vocational needs of client.

Network with members of the community in conjunction with the clients, to further develop their independence and natural network within the community; networking with employers to identify potential employment opportunities.

Responsible for ensuring clients secure vocational/employment opportunities and participate in continued employment (i.e. filling out applications, submitting applications/resumes, transporting to interviews, attending job fairs, job coaching/on the job training).

Track client vocational experiences including timelines (i.e. length and location of employment).

Assist the client with problem solving and coping skills in all avenues of their lives.

Attend meetings in the community with participants as needed (i.e. CD, Family Courts, etc.).

**Supervisory Responsibilities:** None.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor’s degree or equivalent program experience.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, public groups and/or clients.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists.

**Computer Skills:** Email, Typing, Microsoft Word, and Excel

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. Must be able to transport clients and able to assist with moving.

**Work Environment:** Office at University City location. Travel in community. May need to transport clients to appointments/interviews in personal or agency vehicles. Some evenings and weekends will be required.

**Other:** Must be 21 years of age or older and must possess a valid driver's license, personal vehicle with insurance.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Signature

\_\_\_\_\_  
Date