



**Navigator/Case Manager
Non-Exempt, Hourly, Regular
Adult Reentry Program**

SE Works is seeking a Navigator/Case Manager for a program for adults who have been involved in the justice system. The Navigator/ Case Manager is responsible for assisting justice involved adults in determining short and long term goals, providing ongoing support for career development, education and employment services, and connecting them to community supports to enable them to succeed in reaching their goals. The Navigator/Case Manager is responsible for stabilization, referral to community resources, assistance with DHS and OHP, securing ID, housing assistance and job development.

\$20.00 hourly, full benefits, generous leave policy

To be considered for the first round of interviews, please respond by 5:00 PM, Wednesday September 4, 2019 to HR@SEWorks.org

No phone calls, emails to SEW personnel or in-person deliveries, PLEASE.

This posting will remain open until filled.

NOTE: If these are not included, you will be screened out

1. Cover Letter indicating experience with adults in the justice system
2. Resume

Essential Functions:

- Provide navigation and case management services to adults.
- Develop case plans that include stabilization and short and long term goals
- Develop career plans that include short and long-term education goals, training, employment and life goals.
- Assess interest, skills, abilities, education, training, employment, personal background and motivation for participation in the program.
- Refer to WorkSource, community partners and other organizations such as housing, drug and alcohol, mental health and other services based on individual needs as appropriate.
- Work with Probation Officers to link supervision planning through DCJ.
- Develop effective rapport and trusting relationships with participants
- Engage participants in education, training, and employment services.
- Job development with local employers and follow up to ensure success.
- Provide support services such as bus tickets, bus passes and clothing to assist with education and employment activities.
- Assist in problem-solving issues related to positive program participation..
- Participate in weekly Operations Team meetings.

Required Education and Experience:

At least 3-5 years working with justice-involved or formerly justice involved adults adults

- AA /OR, an equivalent combination of work experience, lived experience and education.
- Demonstrated ability to establish and maintain effective relationships with people with diverse backgrounds and abilities, perspectives, experiences and lifestyles.
- **At least 2 years in workforce development, knowledge of community resources, training and education providers. Prior experience and proven record with job development and placement.**
- Excellent interpersonal communication, written and verbal communication skills, attention to detail and accuracy.
- Detail-oriented, critical thinker and ability to prioritize tasks.
- **Knowledge of data systems a must**
- Independent, self-motivated, creative and resourceful.
- Strong planning, time management and organizational skills; ability to work under pressure and deadlines.
- Skilled in problem solving and decision-making.
- Ability to speak read and write at levels sufficient to fulfill the duties assigned.
- Valid driver license and willing to use personal vehicle or reliable transportation.
- Ability to act independently and to maintain excellent professional and confidential relationships with students, community partners and employers.
- Knowledge of and ability to use data systems to track participation of youth and services provided.
- Ability to pass a background check. -SE Works is a second chance employer
- Must have a car.

Preferred Qualifications:

- Knowledge of justice system is a must
- Knowledge of computers, software, and data systems, including Microsoft Office Suite
- Familiarity with class and cultural issues.
- Knowledge of area education and training providers, human service agencies, and community groups.

Job Conditions:

- Can be stressful, with many interruptions during the day.
- May require sitting or standing for long periods.

SE Works offers a competitive salary, paid benefits, a retirement plan, and paid time off, among other benefits.

SE Works is an equal opportunity employer. SE Works does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, political affiliation, or any other basis prohibited by law. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 503-772-2332.