

Central Wisconsin Community Action Council, Inc.

1000 Hwy 13
P.O. Box 430
Wisconsin Dells, WI 53965



PHONE: (608) 254-8353
FAX: (608) 254-4327
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Youth Program Case Manager

Full-time Position (36 hrs per week)

Wage scale- \$17.00 - \$20.00 per hour (May 9, 2024)

General Statement of Required Education, Knowledge, Skills and Abilities

- Bachelor's Degree in Social Work, Human Services, or equivalent work experience preferred and a minimum of one-year experience working with clients in a social service setting preferred.
- Possess good knowledge and sensitivity of the low-income community, their needs and concerns as well as resources available to assist them.
- Demonstrate leadership, organizational and team work skills
- Experience and/or ability in motivational interviewing and trauma informed care
- Experience preferred in organizing and facilitating meetings and empowering youth to be their own advocate.
- Ability to engage youth and adults
- Ability to create and present in person and webinar-based workshops
- Experience in data entry and proficient in using internet databases, web browser and spreadsheets with an eye for detail and ability to navigate screens
- Must have the ability to work independently, exhibit self-initiative, work well with co-workers and public
- Must be detail-oriented and able to keep accurate records and precise reports
- Travel required with service delivery counties; must have valid driver's license and insured vehicle

General Statement of Duties

- Evaluate the needs for public assistance and refer constituents to appropriate agencies and programs which may help to meet their needs, and/or administer appropriate application and process for our programs
- Knowledge of supportive programs within both the agency and community, the ability to identify resources and appropriately network for the needs of the participants
- Contact participants on a regular basis to follow-up on progress on goals, offer services and provide connection to programming
- Work with agency staff and community resources to ensure a coordinated team approach for clients with multiple needs and providers
- Willingness to learn and navigate Clarity (Homeless Management Information System) and other detail-oriented databases in a timely manner
- Outreach to participants on Homeless Coordinated Entry Prioritization list to offer rent assistance-related programming
- Management of transitional housing including meeting clients' needs
- Inspections of properties to ensure HUD standards are being met
- Perform other duties as required

The above list is illustrative in nature. Central Wisconsin Community Action Council Inc. reserves the right to make adjustments to position descriptions, staff responsibilities, and policies in order to meet the evolving needs of the agency.

Working Conditions

Employee must have the ability to work under various levels of stress due to the overall nature of the position. Occasional travel is required. Regular office hours are maintained, with the exception of emergency situations, and funding source requirements, which may occasionally occur.

AN EQUAL OPPORTUNITY EMPLOYER

ADAMS COUNTY
1874 Hwy 13
PO Box 647
Friendship, WI 53934
(608) 339-0273



COLUMBIA COUNTY
203 DeWitt Street
Portage, WI 53901
(608) 742-3320

DODGE COUNTY
134 South Spring Street
Beaver Dam, WI 53916
(920) 885-9559

JUNEAU COUNTY
948 Herriot Drive
PO Box 253
Mauston, WI 53948
(608) 847-1124

SAUK COUNTY
505 Broadway
Job Center, Suite B30
Baraboo, WI 53913
(608) 355-4812