



## CAREER OPPORTUNITY

**Job Title:** Workforce Case Manager – North @ Work  
**Status:** Hourly/Non-Exempt; Regular FT/ (40hrs/wk)  
**Reports To:** Associate Director of Workforce Projects  
**Location:** ECTC, 1834 Emerson Ave N, Mpls, MN 55411

### ABOUT EMERGE

Our mission is to reveal the potential in people and communities through skill building, employment and economic opportunity. We envision a world where all people have an opportunity to emerge and thrive. At EMERGE, we are committed to revealing the potential in people and giving them the tools they need to not only gain employment but receive proper training to establish careers.

### Position Summary

This position works in a program aimed to gain long term employment at a livable wage (\$15.00 or higher) for African American males 25 years of age and older, living on or having ties to the Northside of Minneapolis. The program includes six career pathways: Information Technology (IT), Commercial Driver's License (CDL), CNC Machining, Construction Trades, and Culinary Arts & Customer Service.

The person will work directly with adult men ages 25 and up. As a career coach you will assist participants with career exploration, work readiness, educational and career guidance individually and in groups. As a career coach you will deliver assessment services, employment planning, job placement and job retention services; conduct case note documentation and data entry, and other administrative tasks to ensure compliance with agency/funder guidelines; and maintain effective outcomes-driven relationships with participants and stakeholders.

### General Responsibilities

Provide wrap-around case management and career coaching services to a caseload of assigned participants.

Maintain contact and engage regularly with participants.

Proactively identify barriers to employment and provide resources, referrals, and solutions.

Assess participants' skills, interests, and aptitudes by administering relevant testing and inventory assessments.

Complete an Individual Employment Plan (IEP)

Connect participants to training programs as needed

Assist with enrollment to credentialed career pathway training, career readiness classes and provide support the participant to complete all training and skill building classes.

Assist participant with job placement and perform job retention activities, career advancement services

Document & maintain accurate participant files (both e-file and hardcopies) perform data entry in multiple systems, and complete service tracking reports according to deadlines

### Qualifications

Minimum of two (2) years relevant case management, employment, job development and/or vocational counseling work experience.

Experience working with underserved populations from various backgrounds.

Demonstrated administrative experience including excellent organizational skills, work with a high degree of accuracy, and a willingness to adapt to changing situations

Excellent interpersonal, facilitation, and communication skills.

Strong ability to work independently, multi-task, and set priorities to accomplish various instructional and operational tasks.

Ability to use multiple internal and external databases to keep accurate, detailed, complete records.

Intermediate to advanced Microsoft Office skills (Word, Excel, and PowerPoint)

Valid MN driver's license and an acceptable driving record

### How to Apply

Please send resumes and cover letters to:

[humanresources@emerge-mn.org](mailto:humanresources@emerge-mn.org)

Only qualified individuals being considered will be contacted for an interview.

EMERGE - Administrative Offices  
1179 15<sup>th</sup> Ave SE, Minneapolis, MN 55414

[www.emerge-mn.org](http://www.emerge-mn.org)

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