

Youth Case Manager

Job Description

- **Candidate MUST have experience working with clients in a case management, counseling, human services position.**
- Processes WIOA Youth program referrals and determines eligibility for program services
- Responsible for assisting customers with intake, assessment, enrollment, goal setting, supportive service, advocacy, job placement, and follow up.
- Ensures that documentation and data entry are complete, timely, and accurate
- Conduct leadership development training and community-based activities
- Participate in the Summer Youth program
- Required to participate in various meetings, serve on committees, work groups etc
- Must be able to think innovatively and use creativity to meet program goals
- **Must have good computer skills**
- **Applicant should live in counties of service.**
- **Frequent travel throughout the counties of service is required**

Positions: (1 per area)

- Dickenson/Wise Counties

Education: Bachelor's degree preferred; Associate's degree and equivalent years of experience accepted.

Job Type: Full-time

Salary: \$35,000.00 /year

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