



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

PROGRAM/DEPARTMENT: FARMWORKER SERVICES LOCATION: Lakeport, CA	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment, selection, and placement of all personnel. CHD is an Equal Opportunity Employer.		
JOB DESCRIPTION TITLE: CASE MANAGER	<table border="0"> <tr> <td>POSITION STATUS: Regular Full Time</td> <td>FLSA STATUS: Non-Exempt</td> </tr> </table>	POSITION STATUS: Regular Full Time	FLSA STATUS: Non-Exempt
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SALARY: Grade 6	PROGRAM HOURS: Monday through Friday, 8:00 a.m. to 5:00 p.m.		

PROGRAM DESCRIPTION: (see Uniform Program Descriptions)

CHD’s Farmworker Services Program provides skills training and job placement to low income migrant and seasonal farmworkers who either wish to find full-time job opportunities outside of agriculture, or wish to remain in agriculture and need services to stabilize their employment. The program provides information of interest to families working in the Agriculture Industry and the Hispanic Community.

SUMMARY:

This is a service position in an employment and training program under the WIA (Workforce Investment Act) targeted to Migrant and Seasonal Farmworkers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Under the supervision of the Regional Coordinator or Senior Case Manager, the Case Manager will perform the essential responsibilities and duties including:

- A. Recruit clients for the program by maintaining close contacts with farm worker communities in the county and with other communities that are the target of the program. This will include explaining the goals and objectives of the program to potential NFJP clients and local agencies.
- B. Prepare strategic plan to outreach to farm workers with short range goals to meet funding objectives.
- C. Interview potential NFJP clients for the program so that basic information concerning the client can be completed through the Intake application form.
- D. Coordinate with EDD and other appropriate agencies to determine eligibility of the clients, and to complete paperwork required of all new clients in NFJP.
- E. Maintain files related to the clients in the program and the activities they are enrolled in, and prepare monthly reports based on these files.
- F. Develop Individual Employment Plans with the participants that outline in detail the barriers and needs as well as the services and training to be provided under the program.
- G. Refer participants to needed social services, and coordinate with other agencies and programs so that needed supportive services are available to the participants.

- H. Relate CHD program information to potential candidates. Perform social services and motivate farm workers to become independent through education and training. Coordinate work flow to the central office including documentation from training facilities, supportive services, etc.
- I. Develop and maintain contact with employers, employer organization agencies and other WIA programs.
- J. Create a network of employers who will potentially hire program participants. Promote and market services provided to employers to encourage greater participation from employers.
- K. Solicit unsubsidized jobs from these employers based on the skills and abilities of individual participants ensuring that job development services are provided for all participants.
- L. Negotiate specific On the Job Training agreements with the employer.
- M. Instruct participants to use effective job searching techniques and meet employer expectations, empower and support clients during all phases of job search including at pre and post placement activities.
- N. Follow up on all placements into unsubsidized employment to document information and track clients work status and provide additional support as needed to ensure continued employment.
- O. Coordinate with other Farm Worker services program staff to meet program goals and create a cooperative working environment.
- P. Select and use appropriate methods and techniques for recruiting and job developing.
- Q. Coordinate with other organizations with similar goals to exchange ideas and offer services.
- R. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE

- A. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- B. Ability to conduct effective public relations.
- C. Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- D. Spanish-speaking ability required.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability compute rates, ratios, and percentages.
- C. Create and interpret presentation charts and graphs.

REASONING ABILITY:

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to solve problems and resolve conflicts effectively.
- F. Possess a dedicated interest in serving disadvantaged people. Possess a caring attitude towards fellow employees and clients served.
- G. Ability and desire to inspire motivate and lead individuals.
- H. Ability to maintain own psychological well-being.
- I. Ability to recognize and manage personal bias.

SUPERVISORY RESPONSIBILITIES:

NONE

QUALIFICATIONS:

EDUCATION:

High School Diploma or GED or equivalent experience

EXPERIENCE:

Demonstrated strong interpersonal and communication skills with the ability to be responsive and persuasive with farm workers and employers. Two years experience in a support role or equivalent. Experience working with low income and diverse populations.

WORKING CONDITIONS:

A) **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.

This position requires:

Frequently: Sitting, Walking, Seeing, Hearing, Speaking,
Standing, Carrying

Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling,
Bending, Pushing/Pulling

Seldom: Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) **WORK ENVIRONMENT:**

This is a fast paced environment and the noise level is usually moderate.

May have exposure to hazardous conditions/materials.

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal vehicle.
- Recent satisfactory California DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature

Date