

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

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| POSITION: Federal Programs Case Worker (Jobs Plus Program) 2 Positions | OPENING DATE: December 3, 3018 |
| SALARY: \$ 12.67 per hour | APPLICATION DATE: Until Filled |

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DISTINGUISHING CHARACTERISTICS OF JOB

This work is of above average difficulty in that incumbents work independently with very little supervision. Access and review reports to monitor that all work eligible clients have been properly included in the participation denominator for the current month. Access daily initial and subsequent client referrals. Records Case information

EXAMPLES OF WORK

Maintains a Central Record Unit by filing folders in alphabetical order. Responsible for the coordination and implementation of a variety of workforce, supportive and social services necessary to help public housing residents overcome barriers to employment or advancement, and develop short and long-term workforce goals and career objectives. Conducts detailed intake and needs assessment interviews with Jobs Plus participants to determine employment interest(s), identify employment barriers and individual challenges, and refer participants to appropriate services and resources. Helps to develop an individualized employment plan based on client's needs and goals and performs monitoring and follow-up services utilizing both career coaching and case management principles. Informs residents about financial incentives, employment services and community and peer supports associated with the Jobs Plus program.

Assesses individual and community-wide needs of residents, which includes analyzing demographic information and surveying residents to determine needs, interests, barriers and motivations. Documents findings, makes recommendations and reports on those findings. Provides ongoing feedback on improvements and enhancements to the Jobs Plus program throughout implementation. Interviews Jobs Plus candidates to determine the clients' service needs and objectives, develops a detailed service plan outlining the specific services (such as job training, education, certification), timeframes, and goals that will lead the client toward increasing their earned-income and economic self-sufficiency.

Informs residents about the Jobs Plus Earned Income Disregard (JPEID) and other programmatic financial incentives. Links participants to beneficial supportive and social services and establishes and maintains regularly scheduled meetings with participants to monitor their progress. Including making home visits or meeting participants at their place of employment to provide support and encouragement and assess fit and success.

Tracks participant progress and monitors client and grant outcomes. Provides reports and feedback to Jobs Plus Director and Grants Manager to ensure that grant outcomes are met. Maintains regular contact with the Property Manager(s) to apprise them of the clients' progress and to assist in the resolution of problems, particularly those that will impact the resident's participation in the Jobs Plus program.

Responds to residents, staff and the public's inquiries in a courteous manner, providing information and resolving complaints in an efficient, professional and timely manner.

BENEFITS:

None.

HOW TO APPLY:

Applications must be submitted either online at www.oppj.org/hr or on the OFFICIAL FORM that is available from and may be returned to:

Ouachita Parish Police Jury, HR Department
Ouachita Parish Courthouse, 301 South Grand, Suite 201
Telephone: 318-327-1340

Equal Employment Opportunity Employer

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from an accredited college/university with a degree or minimum of two years of college or a high school diploma with two years of customer service and clerical work experience that involved working directly with the public.

Knowledge Abilities and Skills: Ability to maintain accurate and exact records; ability to work quickly with a high level of accuracy without constant supervision; ability to use standard office equipment including computer, fax, copy machine, postage machine and adding machine. Verbal and written communication; planning and organizing. Skills in dealing effectively and courteously with coworkers, program participants, department supervisors, officials and administrators. Must pass an IQ test. Must possess working knowledge of word processing systems such as Word.

BENEFITS:

None.

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