

Job Description

Job Title: Case Worker (NWB)
Job Classification: Non-Exempt

Supervisor: NWB Case Manager
Hourly Rate: \$30

Position is non-contracted, part-time up to 29 hours weekly, and grant funded

Job Summary

The Navigating Wealth Building (NWB) caseworker is responsible engaging multiple clients to set and achieve short-term goals related to education training and securing employment.

Essential Duties

1. Determine and document client eligibility.
2. Maintain documentation of student case notes, records of attendance and performance for all NWB, VDSS and VADOE program reporting purposes.
3. Utilize data and case management System effectively.
4. Conduct employment/education assessments and use other related tools to identify strengths and needs of client.
5. Develop and lead a cohort of up to 20 participants for work-readiness workshops.
6. Formulate short-term education/employment focused service plans in partnership with client.
7. Coordinate efforts with city liaison, business and community partners to identify job leads and job placement.
8. Identify and coordinate wrap-around services to address barriers to employment.
9. Implement follow-up and retention services on a weekly basis.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Maintains professional competence by attending regional and state professional development programs, curriculum development workshops, and other professional activities.
2. Performs any other related duties as assigned by the NWB Case Manager.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in social work, education or related field. At least two years of successful intensive wrap-around case management experience is preferred. Must possess the ability to communicate effectively, both verbally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have good knowledge of content, curriculum, methods, materials, and equipment appropriate for instructing adult learners in workforce readiness skills. Must have the ability to establish and maintain effective working relationships with adult learners, professional staff, and public partners.

Working Conditions & Physical Requirements

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

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: NWB Case Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. The NWB Case Worker will be required to follow any other instructions and to perform any other related duties as assigned by the NWB Case Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

07/2022 CR