



# Extended Employment Case Manager

Are you someone who is approachable with good listening skills? Are you someone who can communicate and is good at solving problems? Would you be proud to see someone happy in their job knowing that you played a part? If you answered YES then apply and let's talk about YOU being part of our team!

**Summary:** Provide case management duties which ensure compliance with CARF and Extended Employment guidelines. We are looking for someone who is flexible, motivated, enthusiastic and committed to providing the training and supports necessary for individuals to achieve workplace success.

## **Responsibilities include but not all inclusive list:**

- Provide job coaching as needed to individuals to ensure understanding of the job and successful placement.
- Work with Vocational Rehabilitation Services to develop a caseload for job coaching and case management.
- Complete required paperwork to submit to Vocational Rehabilitation Services unit.
- Provide follow-up services to individuals placed in the community.
- Develop and maintain effective working relationships with employers. Act as a resource for employers in job modification, reasonable accommodations, alternative communication systems, etc. that will increase the likelihood of successful placement and employer satisfaction
- Provide specific programming for each individual on caseload to ensure individual service plans are implemented and individual goals are achieved.
- Provide counseling services to promote independence and individual problem-solving.
- Develop, implement, and document Individual Program Plans and complete required paperwork maintain compliance with Extended Employment rule and CARF.

## **Minimum Requirements:**

- Preferred degree in Human Services, Vocational Rehabilitation, or related field
- 1-year work experience providing services to people with disabilities in a vocational setting.
- Must have current driver's license and insurance showing no serious incidences (ex: DUI) within three years.
- Must have a reliable form of transportation due to the amount of driving anticipated.
- Must meet requirements of DHS background study.
- Excellent attendance and reliability are necessary for success in this position.
- Job Type: Full-time

This job supports a high level of independence and being organized as it is outcomes and results driven. The job requires traveling to meeting with others at the job sites of employers, or at VR offices, and also internal office hours scheduled by the supervisor.