

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Case Management Specialist
CLASSIFICATION: Classified Managers/Confidentials
REPORTS TO: Program Manager/Site Administrator

BASIC FUNCTION:

This position will assist construction/building pathway participants to become employable, productive citizens, working with them to set and achieve individualized development plans for education, leadership, and employment. The Case Manager will work closely with the Program Manager, adult schools, the Tri-Valley One Stop, and other community partners to support students. This person will strategically develop student support plans and activities for learners and provide them with the resources and assistance needed to access postsecondary education in a college setting, vocational training, and/or employment.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Support program participants in dealing with personal, educational, and other issues which present obstacles to their success.
- Develop cooperative working relationships with community partners, including community college, local apprenticeship centers, and employers, to expand resources for participants to include volunteer tutors and access to professional counseling services.
- Assist in participant follow-up activities, including portfolio development, job placement, post-secondary education exploration and on-going vocational training and internship or apprenticeship opportunities.
- Supervise, coordinate, and track successful program placements in education and/or employment.
- Ensure documentation and data input requirements are met which substantiate grant performance measures.
- Provide leadership for daily site operations and integrate job readiness preparation into all aspects of the program.
- Assist with participant recruitment to include: identifying recruitment sources, community presentations, screening applicants, and collecting eligibility documentation.
- Organize, plan, and participate in program orientation and training.
- Coordinate weekly schedule and civic service activities.

- Support staff members in administration of program policies and procedures.
- Assist program manager in staff training and with reporting requirements.
- Attend case management meetings and provide observations of participant's strengths and weaknesses.
- Communicate with program manager on a regular basis to provide program updates, achievements, and milestones, and to identify program gaps and challenges.
- Plan and coordinate public relations events such as open houses, celebration activities, and presentations to other community organizations.
- Obtain and furnish all necessary documentation to the program manager in accordance with various grant requirements in an accurate and timely fashion.
- Maintain a clean, organized, and professional learning environment.
- Generate periodic reports as requested.
- Participate in staff meetings.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills.
- Familiarity with workforce development, adult education, and community colleges.
- Strong computer skills for communication, scheduling, tracking and reporting.
- Knowledge of budget preparation and monitoring.
- Ability to manage multiple competing priorities and good organizational skills.
- Ability to work as a positive team member.
- Ability to work collaboratively and independently with member district staff, consultants, and advisory committees.
- Model and teach employability skills and workplace ethics

MINIMUM QUALIFICATIONS:

EDUCATION/EXPERIENCE:

- A Designated Subjects Vocational/CTE Teaching Credential, Bachelor's degree with an

emphasis in one or more of the following areas: education, community development, education counseling, career counseling, social services/work or related fields.

- Master’s degree or a minimum of five years’ experience in the field preferred.
- Bilingual education in Spanish preferred.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal and local laws and Board Policy.

TERMS OF EMPLOYMENT:

- 12 month position
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with agreements between the Supervisory Group and the Livermore Valley Joint Unified School District

SALARY RANGE: Classified Managers/ Confidentials: Level 18

WORKING CONDITIONS:

Environment – Work will take place primarily in the Program and work with local programs and career centers, Las Positas Community College, and business and industry partners. Other activities at differing offices, campuses and off-site environments will also be required. Therefore, driving a vehicle to conduct work is a necessity for this position.

Physical Abilities – Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing				X	
Walking				X	
Sitting				X	
Lifting (to 50 lbs.)		X			
Bending				X	
Twisting			X		
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning			X		

Eye/hand coordination				X	
Picking, pinching, fingering			X		
Hearing with both ears:					
Near					
Distance to 20 feet			X		
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more		X			
See up, down, left and right				X	
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone					X
Short-term memory recall					X
Long-term memory recall					X
Reading					X
Writing					X

Completion by Human Resources

Board Approval Date: Pending Board Approval on October 15, 2024
() New Job Description/Reason: () Reclassification (X) Organization Needs
(X) Revised Job Description
() Revised Salary Placement
Change Effective date: October 15, 2024