

## WELLSPRING JOB DESCRIPTION

**TITLE:** *Case Manager and Employment Specialist*

**REPORTS TO:** Vice President of Education

**LOCATION:** 60% Hull, 40% Weymouth

**Summary:** Provides resources and professional guidance that encourages participants to identify and accomplish education and employment goals. Oversees career counseling, job development services and case management for clients. Direct responsibilities for Workforce Investment & Opportunity Act program including internships, job placement, data entry and documentation. Responsible for planning and teaching a College and Career Readiness class including curriculum and syllabus development.

### Qualifications:

- High attention to detail
- Excellent organizational skills
- Excellent interpersonal skills
- Experience in building partnerships with employers and local agencies
- Demonstrated history of effective career counseling
- Experience with CORI affected clients a plus
- Willingness to accept responsibilities other than those assigned

### Responsibilities:

- Responsible for organizing all WIOA eligible students placed in the career services component of the *PATH* program.
- Maintain and build ISS (Individualized Service Strategy) for all WIOA eligible students.
- Manage Job Development Program by building a network of employer referrals in the community.
- Supervise interns and communicate with employers on student performance and long-term job opportunities.
- Work with Program Specialist to assist in eligibility process when needed.
- Maintain detailed case notes on all enrolled students
- Develop, update and expand Career and College Readiness Curriculum
- Assist in teaching a weekly Career and College Readiness class
- Expand Wellspring's Community Career Services
- Provide Resume, Interviewing and other career workshops to community clients
- Plan an annual job and training fair
- Build and expand a network of Employers for client and student job placement
- Maintain a job board with updated job postings
- Other duties as assigned

### Schedule/Hours

Hours may vary based on grant funding and need. If minimum requirements are met, other hours may be available to increase total hours. Expected hours to be between 16 and 29 hours per week with time split between our Hull and Weymouth sites.

To apply, please contact Gregory Hastings, Education Director  
([gregory@wellspringmultiservice.org](mailto:gregory@wellspringmultiservice.org)).

Be sure to include your resume and a thoughtful cover letter.