Urban League Empowering Communities



of Greater Oklahoma City, Inc. Changing Lives

**JOB TITLE:** Community Convening & Social Justice (CCSJ) Case Manager

**DEPARTMENT:** Community Convening & Social Justice

**REPORTS TO:** Vice-President of Community Convening and Social Justice

**FLSA STATUS:** Exempt

**SALARY RANGE:** Salary range for this position is $35,000-$45,000, commensurate with experience

**EMAIL RESUME:** jshumate@urbanleagueok.org

**RESPONSIBILITIES:**

* Collaborate with workforce team to recruit and enroll/engage at least 80 clients in CCSJ’s Expungement Expo Programs.
* Responsible for all matters involving the acquisition of work procurement and community-based work contracts.
* Makes “cold calls to area businesses to discuss possible work experience collaborations and acquires the information necessary to prepare potential employees for possible work opportunities.
* Accurately determines and documents prevailing community wage rates for work contracts opportunities and job sites as prescribed by Federal and State Department of Labor (DOL) Standards.
* Presents a “professional” and “positive” image of the Urban League and persons with prior convictions and other barriers to the community.
* Maintains a good relationship with area businesses; speaks to community groups, and give overview of the Expungement Expo program to community partners.
* Facilitate Job Boards/Links and job search activities with emphasis in Construction, Healthcare, Logistics, & Technology.
* Develop jobs through various platforms, cold calls, direct contact and networking.
* Document all contacts made on behalf of client.
* Complete work site analysis as required and necessary.
* Maintain informational files on local employers.
* Document barriers to employment and steps taken to remove barriers.
* Document progress toward participant employment goals.
* Document job search assignment given to participants.
* Track and report all participant enrollment and program participation information as required by grantor.
* Meet the annual objectives/goals of the Expungement Expo and United Way Agency profile.
* Helps to coordinate the planning committee for the Annual Expungement Expo.

# **QUALIFICATIONS:**

* Bachelor’s Degree in Social Work (BSW), Psychology, Counseling, Criminology, Business, Public Administration, Communications or a related social/behavioral science field.
* Two-three years’ experience in delivering case management services.
* Experience in job placement.
* Strong relationship-building skills.
* Knowledge of the local labor market.
* In-depth understanding of the skills necessary to obtain suitable employment opportunities.
* Excellent verbal, written and interpersonal communication skills.
* Ability to work effectively with people of diverse educational and cultural backgrounds, from ex-prisoners to public officials.
* Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications.
* Knowledge of criminal justice system and/or experience with ex-prisoners is preferred.
* Ability to travel within city and surrounding community.