



ABOUT OREGON HUMAN DEVELOPMENT CORPORATION & OUR MISSION

Oregon Human Development Corporation (OHDC) is a nonprofit human service organization that has been providing workforce development and associated services for farmworkers and disadvantaged individuals throughout Oregon continuously since 1979. These services include support, referral, advocacy, resources, assistance, and education.

RESOURCE SPECIALIST CASE MANAGER OVERVIEW

The Resource Specialist Case Manager (RSCM) conducts outreach, enrollment, and case management for the Emergency Housing Assistance (EHA) and National Farmworkers Jobs Program (NFJP) services of OHDC, with travel throughout Washington County and 2 days travel each week to Tillamook County. Some travel may, on occasion, involve overnight stays.

ESSENTIAL FUNCTIONS

- Meet the intake goals and objectives of our program grants and partners
- Develop both a customer referral network and a partnered services network with community partners, employers, and social service agencies
- Recruit applicants for OHDC programs through direct contact, outreach, presentations, networking, and advertising/marketing
- Develop individual training and employment plans with the clients you recruit
- Maintain client files, and input data into our data management system (Service Point)
- Write and process progress reports, case notes, and other official paperwork

QUALIFICATIONS

- Bilingual (Spanish/English), with knowledge of bi-cultural/bi-racial factors
- 2 years of experience providing case management, housing assistance, or job/business development (employment training and counseling/interviewing), or related work OR a combination of academic education and work experience that prepares you for the position
- Valid Driver's license

PREFERRED QUALIFICATIONS

- Associates degree in human services or a related field
- 3 years of prior work experience in related work

Even if you do not meet our work/education qualifications, we still want to hear from you!

ADDITIONAL INFORMATION

- Location: Hillsboro, Oregon
- Full time employment – 40 hours per week
- Supervisor: Hillsboro Regional Supervisor
- Pay Range: \$19.00 – \$21.50 per hour

OHDC is an equal opportunity employer and does not discriminate on the basis of race, color, sex or gender, religion, sexual orientation, identity, physical or mental disability, nationality of origin, Veteran status, or any other category protected by state or federal law.

We offer a generous benefits package to employees, including paid time off starting at 20 days/year, 12 paid holidays annually, a PPO medical, dental, and vision benefits plan with OHDC covering 90% of the premium cost, a 403b available to all employees and dollar for dollar matching up to 6% after 1 year of service, employer paid short-term and long-term disability, a medical health FSA and Dependent Care FSA.

In terms of work culture, OHDC is a collaborative and supportive work environment, where work/life balance and flexibility are respected and encouraged. We pride ourselves on the work we do in the communities we serve. Rapid growth during the pandemic has given us the opportunity to create more internal support infrastructure, and we're seeking to expand our workforce to provide more services.

How to apply

- Candidates should submit a cover letter and resume to: jobs@ohdc.org
- Application Deadline: Open until filled