

# OREGON HUMAN DEVELOPMENT CORPORATION (OHDC)

## Resource Specialist Case Manager (Part Time)

SALARY RANGE: 15.50 to 19.50 per hour

LOCATIONS: Three different positions in three locations in Oregon:  
Medford, Redmond, and Lincoln City

FINAL FILING DATE: Open until filled

### General Description of the Position:

The Resource Specialist Case Manager will be stationed in one of the cities mentioned above or a nearby town. The RSCM will also be responsible for outreach and enrollments of Emergency Housing Assistance (EHA) and National Farmworkers Jobs Program (NFJP) clients in the counties there are located and possible nearby counties. Responsible for making sure data is input into the parent MIS system (ServicePoint). The position will require travel throughout different cities in the area. This position will be responsible for providing case management under the NFJP and EHA program. This position will also actively market our programs/services to potential community partners and employers, networking in farmworker communities, developing and maintaining partnerships with community agencies and employers. This position will co-implement the area's employment and training program for migrant and seasonal farmworker with funds provided under the National Farmworkers Jobs Program (NFJP) under the direct supervision of the EHA Program Director. Provides monthly follow-up and retention services and maintains client files in accordance with applicable guidelines. This position requires travel within the regions OHDC serve as well as some overnight travel in and outside the state.

### ESSENTIAL FUNCTIONS:

1. Responsible for meeting the goals and objectives for this position in accordance with the performance standards agreed upon by Oregon Housing and Community Services Department and Oregon Human Development Corporation within the allocated budget.
2. Develop and maintain contact with community partners, employers, and social service agencies to develop a customer referral network and to distribute information on the EHA and WIOA programs.
3. Ensure adequate outreach is being conducted in the community to recruit applicants for the program by distributing outreach materials, directly contacting targeted community members, arranging for and making presentations to market our program to both private and public sector audiences, networking with appropriate community organizations, and utilizing the broadcast and print media.
4. Ensure all active client files are up to date and in accordance with audit standards. Provide case plan coordination to include identification of household situation, assessment, referrals and support services, periodic evaluation of planned goals and case records to document participants' accomplishments.
5. Complete contracts, invoices, progress reports, case notes, terminations, follow-ups and other necessary paperwork. Provide Follow-up/post services for participants to ensure retention and career advancement as needed but no less than quarterly.
6. Initiate or review all new intake packets locally prior to submission to the Central office and or entry into Service Point. Responsible for complete, accurate and timely submission of all required program, MIS and fiscal documentation for the program.
7. Responsible for meeting the goals and objectives of the area's farmworker employment and training program in

accordance with the performance standards agreed upon by the U.S. Department of Labor and Oregon Human Development Corporation within the allocated budget.

8. Develop and maintain contact with workforce investment partners, employers, employer organizations and social service agencies to secure information on possible job opportunities, to develop a customer referral network, to explore customized training opportunities and to assure OHDC's involvement in the areas One-Stop system. Use appropriate technology tools to accomplish job functions; understands and utilizes available technology as customer service, communication and data gathering tools.
9. Develop joint Individual Employment Plans for each participant on the caseload and outlining training and employment/career goals. Ensure all active client files are up to date and in accordance with audit standards. Provide case plan coordination to include identification of employment barriers, identification of type and duration of training, ongoing vocational/educational assessment and career planning, referrals and support services, periodic evaluation of planned goals and case records to document participants' accomplishments.
10. Coordinate with local, regional and Central OHDC staff to enhance effective program service delivery. Attend at staff meetings and staff training activities. Be proactive on their personal/professional development.
11. Other related duties and responsibilities as assigned.

**QUALIFICATIONS:**

- 2 years experience providing case management, providing housing assistance and/or in job/business development, employment training, and counseling, interviewing or related work.
- Bilingual/biliterate ability (Spanish/English), knowledge of bicultural factors

**OR:**

- A combination of academic education, professional training or work experience, which demonstrates the ability to perform the duties of the position

**PREFERRED QUALIFICATIONS:**

- Associate degree in this field/related field
- Three years prior work experience job/business development, employment training, and counseling, interviewing or related work
- Valid Driver's license and current insurance (Driver's record printout required)

**SEND RESUME/ COVER LETTER**

**TO:** Silvia Muñoz  
Oregon Human Development Corporation  
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Tigard, Oregon 97223  
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**NOTE: Proof of identity and eligibility to work in the U.S.**