

INTERNATIONAL INSTITUTE OF LOS ANGELES

3845 Selig Place
Los Angeles, CA 90031
(323) 224-3800
Fax (323) 224-3810

JOB ANNOUNCEMENT

POSITION: Case Manager – CalWORKs, Stage 1 - AP

HOURLY RANGE: \$12.72-17.81

STATUS: Non-Exempt, Full Time

The International Institute of Los Angeles, a not-for-profit, social service agency is seeking a full-time, dynamic Case Manager for Stage I CalWORKs program caseloads for enrollment of children and assistance to parents, families and child care providers. Funding is provided by the Department of Public Social Services County of Los Angeles.

DUTIES AND RESPONSIBILITIES – include but are not limited to the following:

1. Maintain knowledge of the funding terms and conditions for CalWORKs programs.
2. Manage all paperwork to verify family's eligibility and needs for service.
3. Advertise for and recruit families for CalWORKs, Stage I.
4. Enroll families including certification and recertification of eligibility for program.
5. Work with supervisor, resource and referral agencies, and families to locate placement for children.
6. Maintain current and accurate records in the database while maintaining confidentiality.
7. Maintain, complete, and organize parent and provider files.
8. Assist parents in resolving problems with employers, schools, children and providers.
9. Conduct orientation for CalWORKs, Stage 1 parents.
10. Coordinate social services, counseling, health, and special education referrals with parents.
11. Review attendance sheets for children on caseloads.
12. Calculate parent fees.
13. Perform other job related duties as assigned by the supervisor.

REQUIREMENTS:

1. Must be a high school graduate or equivalent.
2. A minimum of two years of paid work experience in a position working with parents and children of State or County funded programs; including experience interviewing parents and caseload management.
3. Some related college course work in the field of Child Development preferred.
4. Fluent bilingual skills in English and Spanish required.
5. Ability to correctly and effectively communicate in written and oral English.
6. Ability to work well with people; sensitivity to the needs of children and families.
7. Good organizational skills.
8. Computer skills a must.
9. Must have own vehicle, valid California Driver's License and automobile insurance.

DESIRABLE INTERPERSONAL SKILLS OF SUCCESSFUL EMPLOYEES:

1. Ability to be flexible, self-directed, and responsible.
2. Ability to recognize, prioritize, and a commitment to accomplishment.
3. Willingness to develop professional and technical skills.
4. Ability to seek out and provide support for others as a team member.
5. Proactive, solution oriented approach to problem solving.
6. Ability to be an appropriate role model.
7. Ability to demonstrate emotional maturity.
8. Cheerful personality.

PHYSICAL DEMANDS:

Intermittent or sometimes continuous sitting, walking, standing, bending, squatting, climbing, kneeling and twisting. Daily typing and use of computer for a minimum of four hours. Must be able to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead. Must be able to lift up to 20 lbs.

BENEFITS:

IILA provides complete health benefits for eligible employees. IILA also offers retirement plans, 10 paid holidays, plus one floating holiday, vacation and sick accrual, educational leave, personal leave, jury duty and a scholarship fund.

JOB SITE LOCATION: 3845 Selig Place, Los Angeles, CA 90031-3143

International Institute of Los Angeles (IILA) is an equal opportunity employer. Women and minorities are encouraged to apply. All applicants are required to complete IILA employment application form. IILA will not accept resumes in lieu of IILA application forms. Interested candidates may obtain employment application at 3845 Selig Place, Los Angeles, CA 90031. Position will remain open until filled.

Sandra Roman
International Institute of Los Angeles
3845 Selig Place
Los Angeles, CA 90031

Qualified applicants will be contacted for an employment interview. References will be required at time of interviews.

NOTE: Job announcements/descriptions are not intended, and should not be construed, to be all inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties and to assign other duties as necessary.