Title:	WIA Case Manager
Reports to:	WIA Coordinator
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

Workforce Investment Act (WIA) Program Case Manager-In-School & Out-of-School Youth Program
Essential Responsibilities

Summary of Responsibilities:

Describe actual job duties or tasks to be performed in relation to the above named WIA program and job title:

- Participate in Meetings and Conferences
- Validate/Certify all participant eligibility
- Recruit participants
- Refer participants to participate in academic, occupational and leadership activities
- Counsel Participants
- Assist participants in the development of specific goals and objectives and assist participants in assessing appropriate youth activities to assist in achieving established goals
- Assist with youth workshops/special activities
- Develop work and/or training sites
- Monitor participant files to ensure accuracy and completeness in accordance with established rules procedures and regulations
- Process participant time sheets
- Participant in required training activities
- All other duties as assigned

Minimum education and experience qualifications required of the person to perform the above job duties:
Prefer graduate from an accredited university with a BA/BS degree in Career Technical and a minimum of 3 years teaching at-risk and students with disabilities

This person will devote time to this WIA program as follows:
a. 7.5 hours per day b. 40 hours per week

This person will normally devote a total of 40 hours per week to all programs (including both WIA and non-WIA).

This person will devote 100 % (#3.b./#4.) of his/her time to this WIA program on a weekly basis. ***This % should agree with the % used on the Budget Summary Worksheet.***

Name of Immediate Supervisor: Ms. Vondia Caple

Does the staff person(s) assigned to this position work in other sections/departments with agency?
No X Yes _____ If yes, briefly describe other duties