

Program Positions

Reports To: Vice President of Programs
Status: Fulltime (grant-funded positions)
Position Ends: December 31, 2021

The Urban League of Central Carolinas is a multi-service, non-profit agency, organized in 1978. Its mission is to empower the community to attain financial stability and social justice in a global economy through education, training, placement and entrepreneurship. Our range of programs can benefit anyone in need of education, skills training, career development, employment services, and youth programs. We serve persons from all economic backgrounds.

CASE MANAGER

DUTIES AND RESPONSIBILITIES:

- Responsible for helping clients gain access to ULCC and external community resources.
- Required to meet (post-COVID) face-to-face and/or via telephone to determine their needs and evaluate their progress.
- Works with the Intake Coordinator to collect personal information and assists with the program enrollment process.
- Record client information and produce statistical reports.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience – Bachelor’s degree in Social Work and/or 3-5 years’ experience in health/social services, community service/outreach, and social development
- In-depth understanding of the social work industry and its concepts and techniques is required.
- Managerial or supervisory experience should come from directing others in a work environment.
- Problem-solving skills and the ability to come up with unique and effective solutions.
- Able to work with vulnerable populations – communicate in a calm, professional and compassionate manner.
- Other Skills – Highly organized, experience with data entry, and able to use data effectively to improve program performance, including looking at lists and summarizing, analyzing results and presenting information.

Our Values

Character · Competence · Communication · Commitment · Compassion · Accountability · Integrity

Our Mission

ULCC's mission is to advocate for and equip African Americans and all underserved communities with the tools to achieve social and economic equality

JOB DEVELOPER

DUTIES AND RESPONSIBILITIES:

- Establishes relationships with businesses and corporations in identifying open employment positions within those entities.
- Maintains on-going relationships and seeks to expand contacts with hiring managers, HR/employment personnel for the purpose of enhancing job development activities that will lead to hiring/job placement for our clientele.
- Market program opportunities to company partners, community organizations and community-at-large.
- Work closely with the Case Manager, to match qualified candidates to available and open positions.
- Assist clients with the job search processes (i.e., resume building, mock interviewing)
- Outcome/data tracking, to include but not limited to monitoring job retention, tracking client success stories and employment successes of current/former program participants.
- Prepares and maintains accurate records of placement activities and as required enters data into the Constituent Records Management system

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- Education and/or Experience – Bachelor’s degree or 2-3 years’ previous experience in workforce development. The ideal candidate should have 1-3 years professional experience. Previous non-profit experience is a plus.
- Experience with building strategic partnerships and relationships.
- Language Skills – Ability to communicate effectively both orally and written.

COMPETENCIES:

- Action Oriented: Ability to work independently. Is self-driven and has a proactive work ethic.
- Strategic Agility: Has experience with strategic planning and execution.

Please submit a cover letter and resume to careerbridge@urbanleaguecc.org if interested.

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