

TEAM Work Cooperative is seeking a Case Manager/Career Practitioner

Full-time at 37.5 hours/week

Application deadline is noon on March 21 (Thursday)

The successful candidate will offer a full range of employment support services, including:

- Employability assessment and needs determination for persons seeking employment and career and skill development.
- Developing individual Return to Work Action Plans, which includes referral for employment dimensions, such as Skills Development, Job Search, Job Development and/or Job Maintenance leading to employability and financial independence.
- The Case Manager - Career Practitioner will play an important role as an integral part of the employment team at TEAM Work Cooperative.
- The Case Manager-Career practitioner will manage client information and prepare reports on client activity.
- The Case Manager-Career practitioner will provide guidance to identified individuals who are making career decisions for the first time or to those who are at a crossroads and are considering changing their current career path. These individuals will be identified during the Intake Process and will be recommended for more in depth career counselling sessions.

Skill Requirements:

- Post-secondary education and significant experience in Case Management-Career Practitioner.
- 3+ years experience working within career development preferred.
- Knowledge of employment, personal development and community requirements and keeping relevant on new approaches, services and opportunities for clients.
- Proficiency in tracking confidential client information.
- Excellent time management skills.
- Ability to work with people from diverse cultures and abilities.
- Good knowledge and community organizations, service providers, and referral agencies.
- Ability to access and effectively use information and communications technology; conduct research.
- Solid understanding of Labour Market Research.
- Adherence to inclusionary practice, ethical decision making and respect for diversity.
- Working knowledge of employment/career related services, programs and interventions.
- Understanding and knowledge integrating analysis when considering the clients emotional and physical needs as they relate to their employment barrier and the potential impact on the client's return to work action plan.
- Understanding of social, community and economic issues facing clients (empathy) when working with community partners and employers.
- Successful criminal background check.
- Knowledge and understanding of LampSS would be an asset.

Behavioral Competencies: Client Service Orientation, Effective Interactive Communication, Flexibility, Commitment to Learning, Analytical Thinking/Judgment, and Teamwork and Cooperation.

Technical Competencies: Ability to Use Office Technology, Software and Applications, Planning and Organizing Skills, Written Communication, and Excellent reporting and administration skills.

Interested applicants are invited to submit a cover letter and resume, in confidence, quoting position title "Case Manager/Career Practitioner" to: jturner@teamworkbridge.org or by fax: (902) 422-3992, or in person at 7051 Bayer's Road, Suite 501. **No phone calls, please.**

The deadline for application is **Thursday, March 21 at 12:00 noon**. Applications submitted after the deadline will not be considered. TEAM Work Cooperative would like to thank all candidates for their interest in the position, but only those chosen for an interview will be contacted.

https://www.careerbeacon.com/en/job/1525502/team-work-cooperative/case-manager-career-practitioner/halifax?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic