



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 4/19/2016

Career Navigator

JobID: 3291

Position Type:

Support Staff/Case Management

Closing Date:

04/25/2016

Date Posted:

4/19/2016

Location:

KRESA/Y.O.U. Kalamazoo

Division:

Youth Opportunities Unlimited (Y.O.U.)

Position Type:

Full-time, 12-Month

Hours:

M-F 8:00-5:00

Responsibilities:

Work as part of a team and support career specialists working with a diverse, economically disadvantaged population. Work in coordination with the Michigan Works! Southwest Service Center to introduce youth services and strengthen connections between the offices. Must be able to learn and apply current federal, state, and local rules and regulations. Conduct intake appointments and collect documentation and eligibility determinations. Conduct testing of individuals interested in the program. Follow-up with parents, legal guardians, and/or appropriate agencies to obtain necessary information/documentation. Assist with the regular monitoring of case files to ensure adherence to program guidelines. Maintain documentation of services provided. Responsible for data entry, assisting with orientations, job retention, and the outreach process. Other duties as assigned.

Qualifications:

High school diploma or equivalent. Must have excellent customer service and communication skills; detail-oriented and well organized. Must have valid driver's license, own transportation, and good driving record. Must be able to work with other agencies and community resources. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Prior experience in customer service. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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