



More than years strong, Oregon Tradeswomen promotes success for women in the trades through education, leadership, and mentorship. We were founded in 1989 on the principles that women deserve and can attain economic self-sufficiency by pursuing careers in the construction, manufacturing, mechanical, and utility trades while helping and encouraging the trades industry to build a diverse workforce.

Mission Oregon Tradeswomen helps to transform lives by building community and economic independence through *empowerment, training, career education, advocacy, and leadership development* in the skilled trades.

Job Title: Employment Case Manager
Reports to: Support Services Manager

The **Employment Case Manager** is responsible for providing client-centered case management, supportive services, and retention support during our 192-hour BOLI certified pre-apprenticeship training program and for 12 months' post-placement in registered apprenticeship, or industry employment. This position works collaboratively with adult program participants to develop a career plan, provide individualized coaching and guidance, and build authentic relationships and trust with students, community partners, and employers to support training and employment goals.

This position requires the ability to maintain consistent contact with a caseload of 45-60 students/graduates annually, data entry into both internal and external databases (such as I-Trac and Neon), targeted classroom curriculum facilitation, and regular communication with Oregon Tradeswomen staff and community partners. This position also requires the ability to work with diverse adult jobseekers who may be experiencing multiple barriers to employment.

OTW is a vibrant, supportive, and collaborative workplace with a great team that works hard and has fun doing meaningful work we believe in. We have immense pride our impact in the community in changing the face of the trades. Our organization values empowerment, equity, community, excellence, and respect, and actively fosters growth for our staff, and community of tradeswomen.

Workforce Development Support

- Conducts client-centered intake assessments, coordinates the completion of all enrollment criteria, and works with the applicant to develop a comprehensive career plan
- Assess participants for barriers to employment and makes appropriate referrals as needed
- Assist with SNAP, TANF, and WIC enrollment as needed
- Responsible for scheduling and conducting client intakes
- Facilitates engagement in the WorkSource Portland Metro Programs
- Work in collaboration with our partners for enrollment of participants in the WIOA system and utilizing I-trac for documentation, case management, and tracking
- Provides job search and initial job placement support as well as retention support for minimum of-12 months after placement

- Assist students with interview practice and applications to jobs and registered apprenticeship
- Support student trades and industry field trips
- Perform weekly data entry into internal and external databases
- Assist with program graduation ceremony
- Participate in planning and executing components of the annual Trades Career Fair

Client Support Services

- Provide short-term crisis intervention and stabilization support as needed
- Facilitates specific training curriculum during class as needed
- Conducts a minimum of two (2) one-on-one student meetings with designated caseload while the training program
- Maintains weekly office hours for student questions and support needs
- Maintains appropriate boundaries with students and graduates
- Maintains the confidentiality of all records

Other Duties

- Attend regular team and staff meetings, professional development, and organizational events
- General record keeping including timesheets, expense reports, mileage reports, etc.
- Occasional out of town travel required
- Other duties as assigned by the Director of Programs and Strategic Impact

Minimum Qualifications:

- Employment coaching, placement, navigation, and career mapping
- Strong time-management skills; problem-solver who can work independently and as part of a team
- Understanding of intersectionality of race and gender, and cultural awareness as foundational to equity
- Experience in working with barriered populations and understanding of impact of intergenerational poverty
- Strong commitment to women's empowerment; racial, gender and economic justice
- Computer skills including Word, Excel, email, and data entry
- Knowledge of and the ability to utilize community resources available for supporting people and demonstrated experience navigating institutions, resources, programs, social services, and governments agencies
- Excellent interpersonal skills with an ability to interface with a variety of individuals, staff, and other organizations regularly
- Strong written and oral communication skills

Preferred Qualifications

- Knowledge of construction industry, registered apprenticeship, and workforce development
- Fluency in working with WOMIS, I-Trac and iMatch
- Knowledge and understanding of Trauma Informed Care
- Spanish fluency
- Bachelor's degree or equivalent experience in Social Work or a related field
- Experience in serving SNAP clients and SNAP eligibility

SALARY AND BENEFITS

- This is a full-time, salaried position
- Starting salary is \$54,250 with an opportunity for annual merit raises contingent on performance and availability of funding
- This position is eligible for a cost-of-living adjustment (COLA) increase annually each January and is contingent upon agency budget approval by the Board of Directors
- Full cost of medical Regence Blue Cross/Blue Shield Health after first full month of employment
- Employer offers fully paid premiums for dental and vision coverage, for the employee, through Principal Insurance
- Employer Contributes \$25 per month towards employee's choice of accident, term life and/or short-term disability insurance through Colonial Life
- Employer matches the first 3% of wages contributed to Simple IRA retirement savings plan
- Agency coverage of 100% of medical and dental to spouses/domestic partners and children
- Three (3) weeks' vacation for the first three years of employment; 4 weeks in 4th year and thereafter
- Paid winter break December 25th – December 31st
- Ten (10) paid sick days per year (accrued at 6.7 hours per month)
- Ten (10) paid Holidays (New Year's Day; MLK Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Indigenous Peoples Day; Veterans Day; Thanksgiving; Day After Thanksgiving)
- One (1) paid Personal Holiday per year

APPLICATION INSTRUCTIONS

To apply, please send:

- 1) Your resume;
- 2) A cover letter detailing what in your background and experience qualifies you for this position;
- 3) OPTIONAL: Applicants are encouraged to share their demographic information if they so choose.

Applications may be sent by email to: careers@oregontradeswomen.org or mailed to:

Oregon Tradeswomen
ATTN: Hiring Manager
454 SE 187th Avenue
Portland, OR 97233

No video applications please.

*Women, people of color, and trans/non-binary/non-gendered persons are strongly encouraged to apply.
Oregon Tradeswomen is an Equal Employment Opportunity Employer.*