



**Opportunities Industrialization Center, Inc.
1231 N. Broad Street, 4th Floor, Philadelphia, PA 19122**

Job Description: Case Manager

Since 1964 Philadelphia OIC has been a leading workforce development and education provider. OIC offers adult and youth populations valuable job training, life skills, digital literacy, high school equivalency preparation, and employment opportunities.

Summary:

We are looking for an experienced Case Manager who will maintain a caseload of OIC participants, some who may be justice involved. In addition to maintaining a caseload, the Case Manager will work with the Program Manager to track program performance and program goals and outcomes.

Essential Duties and Responsibilities:

- Service a caseload of 25-30 active participants. most of which will be justice involved individuals.
- Provide individual case management sessions with all clients at regularly scheduled intervals.
- Conduct initial screenings to determine the level of service and support needed.
- Develop individual case plans for all clients that identify barriers to successful reentry.
- Document all clients contact and progress, including time and date, type of contact, outcome, and plan of action.
- Provide or broker services to holistically address clients' needs.
- Provide regular updates to the Program Manager and, or the Director of Reentry Services.
- Attend program and agency related meetings and conferences.
- Work closely with the program funder in the collection of data, report writing and follow-up.
- Other duties as assigned.

Essential/Training/Work Experience:

- 2-5 years' experience in delivering case management services.
- Reliable Transportation.
- Ability to work effectively with people of diverse educational and cultural backgrounds, from reentrants to public officials.
- Commitment to Philadelphia OIC's mission.
- Ability to travel inside prison and jail facilities.
- Willingness and ability to travel within the city of Philadelphia and surrounding communities.

EQUAL OPPORTUNITY EMPLOYER: Philadelphia OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.



- Bachelor's degree in social work (BSW), Psychology, Counseling, Criminology, or a related social/behavioral science field. Master's degree preferred.

- **Benefits**

Philadelphia OIC is a mission-driven nonprofit, that provides both the values and sense of purpose that working for a historic nonprofit provides. We provide a competitive salary and a comprehensive benefits package and invest in the growth and development of our staff. Our work environment is collaborative and focused and will provide you with the opportunity for deep utilization of your particular set of talents.

- **Work Conditions**

- Philadelphia OIC is currently working in a hybrid work environment that allows for a flexible work schedule. When in the offices, this individual will work in a typical office environment, however, this is a hands-on role.

- *Please note that Philadelphia OIC requires all employees to be fully vaccinated against Covid-19.*

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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