**The Research Foundation for State University of New York ANNOUNCEMENT SUNY Brockport, 350 New Campus Drive OF VACANCY Brockport, New York 14420-2932**

**(585) 395-5193 Exempt Position**

 **\*\* INTERNAL SEARCH \*\***

Applications are invited for consideration for appointment to the following position:

**DESCRIPTIVE TITLE**: Case Manager/Job Developer (Academic Counselor/E.79) 100% FTE (3) **DATE TO BE FILLED**: ASAP

**PROJECT & LOCATION**: Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T),

Rochester Educational Opportunity Ctr., Rochester, NY

**SALARY RANGE**: $ 43,000 -$45,000 DOE (1) **DURATION OF APPT**.: 10/1/20 – 9/30/21 **(2)** **P/T/A #** \_1136530-1-76696

## FUNCTION & SCOPE:

The Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) program promotes long-term self-sufficiency and independence by preparing SNAP recipients for employment through work-related education and training activities. The Case Manager/Job Developer is responsible for program participant case management and career counseling, employment coaching, development of participant career plan, follow-up (on an as needed basis) to assure retention. The Case Manager will coordinate the provision of external services and those within REOC which includes Admissions, Academic Affairs, Student Services and the ATTAIN Lab to assure student participant goal achievement as necessary and appropriate to meet grant requirements.

## DUTIES:

* Work with participants to develop resumes, cover letters, and portfolios (where applicable).
* Become involved and actively participate in job development networks.
* Determine student eligibility for enrollment in the training programs.
* Schedule/administer TABE testing for appropriate assessment and testing in determining educational and vocational gains.
* Provide ongoing case management and job readiness assistance to participants.
* Use developed Career Plan to assist each student and to ensure s/he is on track with goals.
* Meet regularly and follow-up with students to explore and discuss their ongoing efforts, commitment to their chosen career pursuits and any progress they made toward attainment of their career plan objectives.
* Work with students to address factors that are influencing employment retention participation, attendance, or attainment of their goals.
* Record manually and electronically all proceedings and contents of all meetings between students.
* Provide referrals to other appropriate community partners for program and services not provided by the program.
* Enter each participant’s referral information into student database.
* Conduct follow-up with participant employers to ensure intervention of employment attrition.
* Enter all employment placement information in spreadsheet for submission to program coordinator.
* Recruit employers for participant interviews, referrals, and placements.
* Other appropriate case management duties as assigned.

## REQUIRED QUALIFICATIONS:

* Earned Bachelor’s degree in related field from a regionally accredited college or university
* Two years work experience in career counselor
* Demonstrated excellent interpersonal, organizational, and communication (oral and written) skills
* Demonstrated ability to effectively develop and implement student individualized action plans.
* Proficient in MS Office products, particularly Word and Excel
* Possess strong commitment to social welfare
* Demonstrated experience of assessment skills to evaluate participant’s needs and problems.
* Demonstrated ability to exercise independent judgment as needed.
* Ability to work with a culturally and ethnically diverse population
* Must be able to work remotely with minimal notice

## PREFERRED QUALIFICATIONS:

* Experience in public or not-for-profit agencies and welfare-to-work programs in a performance-based funding environment.
* Knowledge and understanding of Best Plus and TABE testing
* Working knowledge of Banner
* Experience with SNAP and non-traditional adult populations.

**SPECIAL NOTES**: This position is a Research Foundation for The State University of New York (RF) position and is subject to The Research Foundation for SUNY policies and procedures, sponsor guidelines, and the availability of funding.

The Research Foundation for The State University of New York (RF) is a private non-profit educational corporation. The RF is not an agency or instrumentality of the State of New York. RF employees are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. The RF operates under a contract with The State University of New York and receives no directly appropriated state funding.

(1) Salary based on education and experience.

(2) This position is subject to annual review based on performance and the availability of funds.

(3) Will be required to work two evenings per week during normal school year.

Applicants will not be reimbursed for any travel expenses.

Research Foundation employees working more than 50% of the time receive fringe benefits. For more information about the RF, check our website at [www.rfsuny.org.](http://www.rfsuny.org/)

Persons interested in the above position should submit a resume along with a letter of application and three (3) letters of reference to:

Name/Title: SNAP Case Manager/Job Developer Search Committee, c/o Serina Brown, Project Director

Address: Rochester Educational Opportunity Center 161 Chestnut Street

Rochester, NY 14604

or sbrown@brockport.edu

Telephone: 585-232-2730

Applications will be accepted until the position is filled; Beginning Review Date

however, candidates should submit their application by the beginning review date to insure optimal consideration.

# February 22, 2021

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