



*Removing barriers. Building prosperity.*

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## **Employment Case Manager Volunteer**

### **Position Posting**

**Remove barriers, build prosperity, help create a community  
where everyone can work, grow, and contribute!**

Want to make your day by having real connections and lasting impact with others? We're looking for a dedicated volunteer to assist with all aspects of Daily Work's career services program including working directly with job seekers and helping them with their employment goals. This includes: researching and identifying ways to more effectively support job seekers track and bolster outcomes, and collaborating with colleagues to enhance Daily Work's effectiveness. This position heavily utilizes the computer. Daily Work is committed to having a diverse staff, intern, and volunteer workforce. We encourage people from all racial, ethnic, socioeconomic backgrounds to apply.

### **About Daily Work**

Daily Work is an independent, nonprofit organization providing individualized career services to job seekers who face significant barriers to gaining employment. Daily Work's mission is to provide employment services and mentoring so all job seekers can thrive, resulting in a community where everyone can work, grow, and contribute. Daily Work focuses on employment as a means to long-term self-sufficiency and a thriving life. Employment is not seen in isolation, but as an integral element of a healthy, holistic life experience. Daily Work considers all these elements in serving our diverse community and it drives our commitment to an "all are welcome" approach to serving people who desire work. We believe that everyone deserves the opportunity to experience the positive impacts of work in their life.

### **What You'll Do as an Employment Case Manager**

Coordinate services, develop action steps, and advocate to assist job seekers with:

- Obtaining professional resumes and cover letters
- Identifying and applying for jobs and interviewing effectively
- Improving job-readiness skills
- Identifying and securing resources related to any needs that will improve employability such as basic needs, job training, language learning, transportation, and more
- Developing workplace skills related to problem-solving and communicating effectively with co-workers, supervisors, and others.
- Use Apricot software to accurately and thoroughly document job seeker interactions and progress.
- Report interviews obtained and job offers accepted or declined as soon as possible. Regularly follow-up with job seekers to update status.

### **Other activities**

- Network with and develop relationships with employers and other community agencies
- Attend and actively participate in weekly supervision and staff meetings as able
- Assist with maintaining all Daily Work's files, databases and tracking reports as directed
- Write blogs for our website and social media
- Communicate and make recommendations to advance Daily Work's mission, goals, and objectives

## **Other Things We Expect from Our Staff and Volunteers**

- Develop and maintain productive, positive working relationships with all associates
- Perform all functions professionally, treating any individual involved in an assigned task with respect and in a manner that evidences the ability to effectively address issues.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age.
- Maintain a level of flexibility with all staff, volunteers and clients, offering assistance to others as appropriate.
- Perform other tasks, responsibilities, and special projects as assigned or directed.

## **Work Logistics**

- **6-8 hours/week.**
- Position is unpaid, but there will be opportunities for networking and professional development.
- **Minimum commitment of 1 year** required.
- Schedule: Prefer a regular weekly commitment.
- On-site preferred, but option to work remotely from home from 9 a.m. - 6 p.m.

## **Skills/Qualities Desired**

- Demonstrated commitment to diversity, equity and inclusion and ability to effectively interact with people from diverse cultural, socioeconomic, and ethnic backgrounds
- Intermediate to Advanced computer proficiency in Microsoft Office Suite
- Exceptionally strong reasoning and organizational skills; ability to multitask
- Candidates must be task- and implementation-oriented, creative, innovative, flexible, and self-motivated toward achieving excellence
- Exceptional verbal, written and interpersonal communication skills.
  
- Qualities: team player, self-motivated and detail-oriented individual with strong interpersonal skills, customer service orientation, excellent communication skills.

*Note: To ensure the safety of staff and job seekers, we conduct a background check of applicant's criminal history. Daily Work will consider applicants with a criminal record on a case by case basis. Typically, crimes against people or crimes of a more recent nature may be cause for Daily Work to deny a volunteer application.*

***Daily Work also requires volunteers and interns who come to the office or meet with job seekers to be vaccinated and boosted for Covid 19.***

## **What We Can Give You**

This is an opportunity to give back to the community in a profound and impactful way and be a key player in a small organization. We have a robust orientation so you're fully prepared for the work and opportunities for continuous learning. Enjoy a fun, flexible work environment where you can see the difference you are making every day. We're happy to write letters of recommendation, provide job references, or sign your praises to others as you like assuming all goes well.