



Job Description: Workforce Case Manager

Full-Time Salaried Exempt

\$52,000 - \$58,000

Aurora - Denver, Colorado

Hybrid Position(4 days in office or in field/1 flex day)

Collaborative Healing Initiative Within Communities (CHIC)

Collaborative Healing Initiative within Communities (CHIC) helps families break intergenerational cycles of poverty. Our mission is to build women's economic, social, and cultural capital because powerful women build healthy families and thriving communities. Founded in CHIC in 2017 to provide culturally relevant, whole-family, female-focused services in four areas.

- CHIC Education programs provide mind-body-spirit mentorship and education for youth, building positive identity, mindfulness, and self-efficacy to increase school engagement and success.
- **CHIC Workforce programs help women plan, pursue, and persist on pathways to employment in high-earning, in-demand industries with low barriers to entry.**
- CHIC Reentry programs provide mentorship and intensive case management for women and girls exiting the prison and juvenile justice systems.
- CHIC Community Development programming supports ongoing community development. CHIC events bring families and service providers together to increase access to community resources and facilitate social connections and cohesion.

Position Overview

CHIC is expanding its Workforce Program to include construction & trades pre-apprenticeship and entrepreneurship pathways. The Workforce Case Manager will be part of a dynamic team to ensure successful expansion and implementation of the Workforce Program through intentional case management and support of participants. This position will also be instrumental for a smooth placement into the workforce for the graduates and employer. This position will provide resource and supportive service navigation to support the women and their families.

The ideal candidate has deep experience working with women of color and engaging in the Denver and Aurora communities as a culturally responsive practitioner. The ideal candidate has demonstrated experience in case management and an ability to engage women in a professional and meaningful manner. Workforce development experience is a plus.



Roles and Responsibilities

60% Client Support & Case Management

Provide Case Management and support to participants & graduates of the CHIC Workforce Program. Provide six months of goal focused case management and workforce placement in the construction and trades industry as well as other pathways. This position will be the lead in resource navigation and supportive service support for the women and their families. The ability to engage and have a human centered focus with participants is a must.

30% Outreach & Recruitment And Program Evaluation

Participate in recruitment and outreach events in the Denver/Aurora community to recruit women for our Essential Skills Pre-Apprenticeship and Entrepreneurship training. This position will work closely with consultants Analytica Insights on survey & evaluation and data reporting to our funders & stakeholders.

10% Social Emotional Content

Create and implement essential self and social emotional programming for various training and community workshops. Bring in the CHIC Sauce with mindfulness and self care in all forms! This position will also support the workforce team to facilitate day to day content & activities for CHIC's Essential Skills Pre-Apprenticeship Program as needed.

Qualifications

- 2 or 4 year postsecondary degree or equivalent experience
- 2+ years of case management and workforce development experience
- Demonstrated experience with a human centered approach and meeting people where they are at to support them to thrive in a career

Mindsets and Attributes

- **Values alignment:** you are invested in CHIC's mission and vision; you have a clear "why" for this work that drives and motivates you, even when the going gets tough
- **Cultural competency:** you are culturally responsive in all of your actions, language, and relationships
- **Trauma sensitivity:** you have knowledge and experience engaging and supporting adults and children who experience / have experienced trauma



- **Relationship development:** you naturally and proactively cultivate, maintain, and deepen relationships with individuals in CHIC programs, CHIC staff, and external partners
- **Collaboration:** you are dedicated to working closely with CHIC staff and partners; you are committed to leveraging shared resources to have greater impact in community
- **Initiative:** you take personal responsibility for achieving your goals; you solve problems and find creative ways to move forward in spite of obstacles
- **Self-Management:** you are highly self-aware and self-motivated; you take responsibility for your actions and your time; you model mindfulness, reflection, and commitment to your own growth and healing

Working Conditions

- Engage in office work at CHIC's home office in Aurora, Colorado
- Engage in work (e.g. facilitation) that requires the ability to engage in moderate physical activity
- Must be able to lift and carry or otherwise move 30 pounds regularly/occasionally
- Travel between CHIC office, facilitation sites, and partner sites for recruitment and client engagement

Compensation

- Salary Exempt full time position
- Annual compensation range is \$53,000 - \$58,000
- Full benefits package available after 90 days of employment, including health, vision and dental
- Total benefits include:
 - Generous Time Off, including annual paid time off (total number of days available with duration of employment), 3 paid weekly hours of health and wellness time
 - Ongoing learning and development
 - Eligibility for sabbatical leave after 7 years



How to Apply

Please email your resume and a video to:

Darcie Ezell, darcie@chicdenver.org

Your **video should be no longer than five minutes**, and **should answer these questions**:

1. Why is CHIC's mission meaningful to you?
2. Why do you want this job?
3. What experiences make you the best candidate?
4. What professional experience are you most proud of?
5. Describe a challenging work-related experience and how you navigated through the challenge and the outcome.

Equal Opportunity Employer

Collaborative Healing Initiative Within Communities (CHIC) is an Equal Opportunity Employer. CHIC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. CHIC celebrates diversity and representation. We seek to create a team that represents the diversity and the experiences of the women, girls, and community we serve. We seek to create conditions in which diverse backgrounds and experiences are welcomed, supported, and nurtured as assets in our work.