



RISING SUN ENERGY CENTER

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JOB DESCRIPTION: CASE MANAGER, GETS

Rising Sun Energy Center is hiring a Case Manager for its Green Energy Training Services (GETS) pre-apprenticeship training program. The Case Manager is responsible for a caseload of about 80 adult participants each year, supporting and empowering those participants during and after each training cohort to overcome barriers they experience to successful employment, such as limited work experience, recent incarceration, housing instability, substance abuse recovery, or long-term unemployment.

The Case Manager meets regularly with each participant, helps them to develop a Personal Development Plan, coordinates referrals, maintains case files, and teaches life skills classes, all with a goal of assisting participants to address their barriers and gain sustainable employment that can lift them out of poverty.

The Case Manager reports directly to the Director of Programs and works in close partnership with all members of the GETS team, and is an integral part of an organization committed to making a significant and lasting impact in the lives of hundreds of people every year.

A successful Case Manager...

- Has a passion and a calling for working one-on-one with adults who need additional support to be successful in their careers
- Has experience with case management in an educational or professional context, with a particular focus on supporting individuals to overcome barriers to employment
- Maintains professional boundaries while treating individuals with respect and compassion
- Remains calm under pressure; handles emotionally-challenging situations with professionalism and intention
- Has a strong understanding of local resources available to low-income, unemployed, and under-employed individuals
- Is highly skilled at classroom management; has experience teaching life skills and professional development to adult learners
- Is extremely well-organized and detail-oriented; able to create and maintain all necessary paperwork, data, and case files to ensure outcomes are achieved for each participant
- Is committed to empowering individuals to succeed
- Can serve as a model and a coach for GETS program participants; offering stability and consistency
- Communicates effectively with program participants, team members, and partners; able to develop rapport and build trust with a diverse range of individuals
- Is comfortable and has experience using databases, Google Suite, and Microsoft Office
- Holds at minimum a BA/BS in human services, social services, education, or related field (commensurate experience considered)

- Brings at least 2 years' experience working with disadvantaged and/or low-income individuals

The Case Manager is responsible for...

- Providing intensive and individualized case management services for program participants for a minimum of one year, with a focus on empowering individuals to overcome employment barriers
- Meeting with each participant and graduate at least once every two weeks during training to provide case management (an average cohort has 20 participants), supporting them to address issues such as driver's license suspensions, housing instability, court obligations, childcare needs, food instability, lack of work clothes, etc.
- Maintaining a caseload of about 80 individuals each year; meticulously entering, tracking, and maintaining participant information, case notes, and case files
- Assessing each participant's psychosocial needs and employability skills, and developing psychosocial and employability goals in the form of a Personal Development Plan
- Developing relationships with and providing referrals to other social service programs and agencies, including mental health; communicating with other case managers, probation officers, and social workers as needed to ensure wraparound and supportive services are provided
- Developing lesson plans and teaching job readiness and life skills workshops during training on topics such as time management, community resources, teamwork, goal-setting, and communication skills
- Planning and hosting ongoing job readiness workshops and other gatherings for program alumni; conducting outreach to alumni to keep them engaged and connected
- Supporting clients' successful transition into and retention in employment, education, or further training upon completion of program, continuing to meet with graduates every 2-4 weeks for 12 months after first placement
- Providing coverage and support during program activities; participating in alumni gatherings and other special events
- Working in close coordination with the Career Services Manager, Recruitment Manager, GETS Associate Director, and other members of the GETS team to meet graduation, placement, and retention goals, as well as to ensure a seamless, positive experience for each participant
- Work with the GETS team to continually improve the program and participant outcomes
- Other responsibilities as required

To hold this position, you must...

(We are serious; no matter how much we like you, we simply cannot consider you for this position if you don't meet the following:)

- Have a car, valid driver's license, and insurance
- Be able to work some flexible hours (e.g., evenings and occasional weekends)

It's a big plus if you...

- Hold your Master's in Social Work (MSW)

- Have experience using databases such as Salesforce and/or CalJobs
- Have experience providing case management in a workforce development program setting
- Have familiarity with the building trades, construction, and/or solar industries
- Have experience working with the re-entry population

About Rising Sun...

Rising Sun is a premier nonprofit organization working at the intersection of economic equality and climate resilience in the greater California Bay Area since 1994. Our GETS program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades. Our CYES program employs local youth to provide free residential energy and water efficiency installation and education services, or Green House Calls, and operates in six Bay Area and Central Valley counties.

About our culture...

We are mission-driven and work hard because we care deeply about what we do. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is an exempt, full-time, salaried position. Salary is commensurate with experience and competitive with other nonprofit organizations. Rising Sun offers a competitive benefits package that includes paid time off, personal, and parental leave, access to a 403b retirement plan, and work-from-home options. Rising Sun covers 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents.

Ready to apply?

Please email your resume, cover letter, and three professional references to mcneice@risingsunenergy.org, and include "GETS Case Manager" in the subject line.

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA; women and minorities are encouraged to apply.

For more information about Rising Sun, please visit www.risingsunenergy.org