

### **Case Manager**

Prospect, one of Alberta's most innovative and leading non-profits, is seeking an experienced Case Manager to join our team. Your approach to working with individuals with disabilities, stakeholders and partners is highly innovative, creative, dynamic and collaborative.

Reporting to the Program Manager, you will provide direct intake services to clients who are seeking individualized support in acquiring meaningful volunteer placements, competitive employment or community access supports. In this role, you will work with a highly motivated staff team who specialize in supported employment and community capacity initiatives, with the goal of promoting the inclusion of all individuals in the community.

Responsibilities Include: assessing client suitability and eligibility for employment or community access programs, developing and maintaining service plans and/or employability assessments, ongoing client case management including updating client files and writing monthly reports. You will also have the opportunity to ensure that the referral community is equipped with accurate and relevant program information through regular contact and presentations.

#### **KEY RESULT AREAS INCLUDE:**

- Contacting all referrals and respective support networks; coordinating the intake process through intake, service plan or employability assessment development and implementation.
- Building community capacity through relationship building and contact with the referral community.
- Being a central point of contact between frontline staff, clients and support networks regarding the client service plan and progress

#### **QUALIFICATIONS:**

- Experience working with individuals with disabilities
- Related post secondary degree
- Demonstrated experience and success in key result areas: Stakeholder Engagement and Relationships, Building Community Capacity, Planning and Implementation.
- Sound knowledge of Diversity and Inclusion strategies
- Understanding of Employment and Career Service Agencies for persons with Disabilities
- Exceptional interpersonal effectiveness
- Excellent presentation, written and verbal communication skills
- Proven ability to manage details with a strong focus on quality and

outcome achievement

- Superior customer relations skills
- Proficient in Microsoft Outlook, Excel, Power Point, contact management.

**HOW TO APPLY:**

Interested applicants are invited to submit a resume and cover letter by e-mail, quoting reference #AXCM-012 in the subject line, to [careers@prospectnow.ca](mailto:careers@prospectnow.ca).

All applicants must be legally entitled to live and work in Canada, and only those applicants selected for interview will be contacted. No phone calls please.