



Case Assistant Eau Claire

Chippewa River Industries may have the right opportunity for you to use your professional skills or develop new skills. The purpose of this position is to provide assistance to the CRI Employment Specialists to help our clients gain and retain jobs in the City of Eau Claire. The following is not a job description but highlights everyday tasks of our Case Assistants. A full job description will be provided to you upon submission of a Resume.

Essential Duties and Responsibilities

1. Assist the CRI Employment Specialists in managing an active caseload of job applicants/individuals being served.
2. Perform case specific job preparation services, document progress and assist in clerical organization of files and schedules.
3. Ensure service results meet CRI Outcome Measurement objectives.
4. Represent CRI in a positive and professional manner during any and all encounters with clients, businesses, the public, and community stakeholders.
5. Work one on one as needed with clients at job sites to learn their job, we call this process "job coaching."
6. Professionally communicate with employers, guardians, family members, and other stakeholders according to required policies and procedures including but not limited to strict confidentiality, HIPAA, dress code policy, ethics and boundaries, and abuse and neglect.
7. Assume other responsibilities as directed.

Knowledge, Skills and Abilities

Ability to carry out verbal and written instructions, proficiency in Microsoft Office Suite (Word, Excel, Outlook), and CRI computer programs.

Ability to establish and maintain an effective working relationship with CRI staff, CRI clients, Managed Care Organization staff, DVR staff, business managers/owners, members of the public.

Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open record laws and other applicable State and Federal Statutes and Regulation.

Ability to use office machines such as computer, calculator, adding machine, copy machine, fax, keyboard, printer.

Qualifications/Minimum Training/Experience and other Requirements Required to Perform Essential Job Functions:

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Contact Scott Krueger at 715-726-7822 and hr@crind.org



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1. Bachelors degree in Vocational Rehabilitation or other human services field from a college or university is preferred, and/or
2. At least two years experience of working with individuals with disabilities, or
3. An equivalent combination of education and work experience.
4. Successful completion of a pre-employment Dept. of Justice/Caregiver background check and DMV check.
5. A valid Wisconsin driver's license, appropriate/required coverage of auto insurance, and a reliable vehicle are required. Must have a clean driving record.

Chippewa River Industries is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CRI, Inc. will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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