



Case Assistant, Chippewa Falls

The purpose of this position is to provide assistance to provide administrative support Job Developers and Employment Trainers to provide placement services in Chippewa Falls, Wisconsin. Chippewa River Industries (CRI) is a private, non-profit organization providing employment skills to assist our clients to be more independent. We are proud of our diverse customer base including over 400 individuals who benefit from our Program Services annually. Our mission is: **To empower and support individuals to achieve their highest level of independence in the community”**.

These professionals are assigned to train, support and document specific job training within a community setting. Job developers and Case Assistants work specifically with employers to find matches that meet the needs of open positions they may be seeking. The Employees are responsible for the direct labor and our coaches motivate them according to specific plans. Our Case Assistants help facilitate the transition for our clients and guide the coaches to meet the needs of the client.

The following is not a job description but highlights everyday tasks. A full job description will be provided to you upon submission of a Resume.

Essential Duties and Responsibilities

Assist case management and administrative tasks of the job developers. Carry out Employment Assessments for specific job preparation. Review documentation and assist in clerical organization of files and schedules. Attend meetings with clients to represent CRI in a positive and professional manner during any and all encounters with clients, businesses, the public, and employers. Work one on one as needed with clients at job sites to learn their job, we call this process “job coaching.” Assume other responsibilities as directed.

Knowledge, Skills and Abilities

- 1) Proficiency in Microsoft Office Suite (Word, Excel, Outlook), and CRI computer programs.
- 2) Maintain an effective working relationship with CRI staff, CRI clients, Managed Care Organization staff, DVR staff, business managers/owners, members of the public.
- 3) 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.

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.

[Type text]

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