

CASE ASSISTANT/EMPLOYMENT TRAINER

RICE LAKE - \$16.50/HR



Job Summary

This position will assist Job Developers with case management and administrative tasks. 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. 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

Qualifications

- ◆ Bachelor’s Degree in Human Services; or three years working in a related field working with individuals who may have a disability. An equivalent combination of training and experience would be considered
- ◆ Access to reliable transportation and clean driving record
- ◆ Successful completion of a Department of Justice background check.



CRI is an equal opportunity employer.



“Case Assistants are the glue that keeps everyone on the same page. They are the go-to person for our employers, case managers and consumers, to make sure that everything keeps running smoothly.”

~ CRI Community Employment Leadership Team

Please request an application and job description by emailing hr@crind.org.