



Professional Studies and Continuing Education

Position Title: Community Health Worker/Case Manager
Department: Professional Studies and Continuing Education
Location: Workforce Development Hub, Central Falls

The Workforce Development Hub provides ESL classes, job trainings, as well as career and college opportunities, in high-demand areas for residents located in and near a traditionally underserved urban center in Rhode Island. This position plays an integral role as part of a team assisting students navigate services to support their academic and career success.

Position Overview:

- Provide intake and case management services to adult students engaged in continuing education/workforce development programs
- Meet regularly with students individually; recommend, refer and/or assist with securing needed resources and/or services to remove or overcome barriers to ensure successful program retention, completion and obtainment of employment
- Maintain current information on community resources
- Prepare and present educational information to classes
- Assist with translation services as needed
- Collaborate closely with staff and instructors; provide updates as appropriate with partners regarding student progress
- Assist with administrative procedures, reports and record keeping

Requirements:

- Bachelor's in Social Work or related field preferred; or Certified Community Health Worker and equivalent work experience
- Knowledge of federal assistance programs and local and state community-based organizations
- Previous case management/community-based organization experience desirable
- Excellent oral and written communication skills
- Strong computer skills and ability to track data
- Able to work effectively in a team environment
- Bi-lingual in Spanish preferred

This is a part-time hourly position, contingent on renewable grant-funding. Flexible schedule (minimum 10 hours/week with a maximum of 19 hours/week) between Monday-Thursday, 8:00 a.m. – 7:00 p.m. during the academic year. The position is located at the Workforce Development Hub in Central Falls. \$30-\$45/hour depending on experience.

If interested, please contact Denise Watson at dwatson@ric.edu, or 401.868.3002.