

CAP Services, Inc.
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JOB BULLETIN

To: All CAP Offices
From: Jill Giddings, HR Generalist
Date: February 15, 2012

JOB TITLE

Skills Development Manager/Family Development Manager Combination

Work site: Appleton
Start Date: ASAP
Starting Pay: \$14.16-\$15.84 per hour, depending on experience
Status: PT-27.5 flexible hours per week
Benefits: Personal, vacation, and holiday time; Flexible Spending Accounts; 401K, group health, dental & life insurance, and access to career development.
Duties: This position involves identifying, screening, interviewing, providing technical assistance with job searches and working directly with participants who are receiving training in order to obtain higher paying jobs. Also, this position involves providing strength-based, family-focused case management services to 20 families, including parenting, AODA, mental health, recreation, education and reproductive health services referrals.

Minimum Qualifications: : B.A. or B.S. in Human Services, Social Work, Psychology or Sociology, and Wisconsin Social Worker certification. Certification as a Family Development Specialist is desirable.

Work Experience: Two years of related work experience in job training, educational advising, or case management services.

Must be able to travel locally and have access to an insured vehicle.

**Deadline to
Submit Resume
& Cover Letter:** 5 PM Friday March 2, 2012

Equal Opportunity Employer