

**Kanawha Institute for Social Research & Action Inc. (KISRA)  
Employment Opportunities**

<b>Posting ID:</b>	WVPRFI - I	
<b>Date Posted:</b>	October 13,2011	
<b>Job Title:</b>	Instructor	
<b>Program:</b>	WV Pathways to Responsible Fatherhood Initiative	
<b>Facility Address:</b>	Multiple positions are available and they will be located in Cabell, Fayette, Kanawha, Mercer, Raleigh& Wood Counties	
<b>Reports to:</b>	Program Manager	
<b>Annual Salary:</b>	\$32,000	
<b>Benefits:</b>	Full Benefits for full-time positions	
<b>Schedule:</b>	<b>Type of positions:</b>	<b>Hours: 37.5 or 20 per week</b>
To Be Determined	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Part-Time
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern
		<input type="checkbox"/> Salaried Non-Exempt
		<input checked="" type="checkbox"/> Exempt
		<input type="checkbox"/> Non-Exempt

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Effectively and efficiently implements workforce readiness, parenting, healthy relationships and financial fitness curricula with adult, non-traditional learners at community-based and correctional institution sites.
- Administers pre- and post-surveys and other evaluation instruments.
- Gathers performance measures data and conveys them to Data Manager.

\*\*\* This is a grant funded position through 09-29-12 and it may be renewed through 09-29-14\*\*\*

**JOB REQUIREMENTS:**

A bachelor's degree in a related field is required. At least 3 years of work experience as an instructor is also required.

**Applicants may apply by submitting a resume and cover letter to:**

KISRA Empowerment Center  
c/o Human Resources Department  
131 Perkins Ave., Dunbar, WV 25064  
kisrahr@kisra.org  
Phone: 304-768-8924 x208 Fax: 304-768-2194

## Kanawha Institute for Social Research & Action Inc. (KISRA) Employment Opportunities

<b>Posting ID:</b>	WVPRFI - JC	
<b>Date Posted:</b>	October 13, 2011	
<b>Job Title:</b>	Job Coach	
<b>Program:</b>	WV Pathways to Responsible Fatherhood Initiative	
<b>Facility Address:</b>	Multiple positions are available and they will be located in Cabell, Fayette, Kanawha, Mercer, Raleigh, & Wood Counties	
<b>Reports to:</b>	Program Manager	
<b>Annual Salary:</b>	\$28,000	
<b>Benefits:</b>	Full Benefits	
<b>Schedule:</b>	<b>Type of position:</b>	<b>Hours: 37.5 per week</b>
To Be Determined	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Salaried Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Works with participants both in advance of employment and post-placement through provision of wraparound support services discussing strategies for employment retention and for professional advancement and higher wages.
- Links participants with employers.
- Follows up with employers to get feedback on participants' work performance.
- Trouble-shoots any aspects of participants' work performance to avert termination.
- Works with employers and participants to facilitate transition from subsidized to unsubsidized employment.
- Follows-up with participants for up to one year.
- Maintains frequent contact with participants.
- Records and maintains all files and documentation on participants.
- Gathers performance measures data and conveys them to Data Manager.

\*\*\* This is a grant funded position through 09-29-12 and it may be renewed through 09-29-14\*\*\*

**JOB REQUIREMENTS:**

A bachelor's degree in a related field is required. At least 3 years of work experience in a similar position is also required.

**Applicants may apply by submitting a resume and cover letter to:**

KISRA Empowerment Center  
 c/o Human Resources Department  
 131 Perkins Ave., Dunbar, WV 25064  
 kisrahr@kisra.org  
 Phone: 304-768-8924 x208 Fax: 304-768-2194

## Kanawha Institute for Social Research & Action Inc. (KISRA) Employment Opportunities

<b>Posting ID:</b>	WVPRFI -CM	
<b>Date Posted:</b>	October 13,2011	
<b>Job Title:</b>	Case Manager	
<b>Program:</b>	WV Pathways to Responsible Fatherhood Initiative	
<b>Facility Address:</b>	Multiple positions are available and they will be located in Cabell, Fayette, Kanawha, Mercer, Raleigh & Wood Counties	
<b>Reports to:</b>	Program Manager	
<b>Annual Salary:</b>	\$30,000	
<b>Benefits:</b>	Full Benefits	
<b>Schedule:</b>	<b>Type of positions:</b>	<b>Hours: 37.5 per week</b>
To Be Determined	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Salaried Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Conducts initial interviews with each participant using a detailed intake packet.
- Arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet the specific participant's needs.
- Develops case management plans based on participants' goals and barriers.
- Administers the Level of Service/Case Management Inventory (LS/CMI) assessment to determine the risks and needs of enrollees with criminal backgrounds.
- Assesses the needs of the participant and his/her family, when appropriate.
- Conducts domestic violence screenings and makes referrals as needed.
- Works with program participants both in advance of employment and post-placement through provision of wraparound support services and discussing strategies for employment retention and for professional advancement and higher wages.
- Maintains frequent contact with participants.
- Records and maintains all files and documentation on participants.
- Gathers performance measures data and conveys them to Data Manager.

\*\*\* This is a grant funded position through 09-29-12 and it may be renewed through 09-29-14\*\*\*

### JOB REQUIREMENTS:

A bachelor's degree in a related field is required. At least 3 years of work experience as a case manager is also required.

**Applicants may apply by submitting a resume and cover letter to:**

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 c/o Human Resources Department  
 131 Perkins Ave., Dunbar, WV 25064  
 kisrahr@kisra.org  
 Phone: 304-768-8924 x208 Fax: 304-768-2194