

Tasks

C-1 Document client data and case efforts	C-2 Meet regularly with clients to monitor progress on the development plan
C-3 Identify clients' potential for advancement	C-4 Assist clients in amending the development plan
C-5 Communicate with client supervisors to monitor progress	

Knowledge and Skills

C-A Working knowledge of federal, state and local regulations for client documentation	C-B Ability to use Effort to Outcomes (ETO) case management process
C-C Working knowledge of employer's human resources policies and procedures	C-D Good computer skills (Excel, Internet, MS Office)
C-E Good organizational skills	