

## Duties

Sick Leave- 7.5 hours per 150 hours worked

Annual Leave:

0-1 year- 6 days annually  
2-5 year- 12 days annually  
6-10 year- 18 days annually  
11-15 year- 24 days annually  
16 years and above- 30 days annually

Personal Leave- 7.5 hours per 487.5 hrs. worked

401(k) plan- Employees can contribute up to 15% of income

12 paid holidays

Unemployment & Workers' Compensation

State Employees Credit Union membership

No contribution to Social Security

### **Education & Experience**

**Requirements:** A Bachelor's Degree in Education, Sociology, Social work, Psychology, or other related social sciences or any equivalent combination of education, training, and experience.

The main objective of our Case Managers is to help our customers (clients) obtain employment.

Working on a one-to-one basis with assigned customers, Case Managers act as advocates by providing the necessary guidance and assistance needed to help their customers obtain employment. They offer guidance in employment, life skills, and problem solving. Through continuous assessment, Case Managers help customers identify services they need and work with them to develop a documented employment, education and training plan (Individual Service Strategy Plan-ISS or Employment Development Plan-EDP).

Case Managers also provide on going counseling and follow-up services to their assigned customers. These services include meetings, phone calls, letters, and refinement of ISS or EDP plans.

Case Managers work with a diverse population of job seekers. Customers include welfare program participants, the economically disadvantaged, and dislocated workers. They meet with customers on a regular basis and are normally assigned a case load of between 35 to 80 individuals.

Case Managers also work in partnership with staffs from other agencies and CareerLinks and participate in community events.

Case Managers are supervised by a Program Manager and work under general supervision.

### **Southcentral Employment Corporation**

100 North Cameron Street  
Harrisburg, PA 17101

Phone: 717 236-7931  
Fax: 717 236-9016

SEC

## Information for Applicants

### Case Manager



**Southcentral Employment Corporation**

Tel: 717 236-7931

## Information on SEC

On September 3, 1999, our corporation was restructured. The Franklin/Adams Employment & Training Consortium, the Susquehanna Employment and Training Corporation, and the York County Employment & Training Program were merged. The new name of our organization is the Southcentral Employment Corporation (SEC).

SEC is a non profit corporation and under the federal Workforce Investment Act is responsible for providing employment and training services for anyone in need of our service or assistance. Priority service groups include welfare program participants, the economically disadvantaged, and dislocated workers. Services are also provided to employers in helping them fill job openings with qualified workers.

SEC encompasses the eight south-central counties of Pennsylvania: Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry, and York. The Board of Directors consists of one County Commissioner from each of those counties. The corporation has two divisions, Program and South Central Workforce Administration, each of which is headed by an Executive Director. The corporate headquarters is located in Harrisburg and offices are located in each of the eight counties.

Employees work a 37 ½ work week and normally work from 8 a.m. to 4:30 p.m. On occasion, employees are required to work evenings and weekends.

## Employee Benefits:

### Blue Cross/Shield Custom Blue Medical/Hospitalization Plan:

- Premier Blue-Preferred Provider Organization (PPO) program
- Coverage begins the first day of work and ends on the last day of work.

### Blue Cross Prescription Drug Card Program:

- 50% retail coinsurance
- \$18 mail order co-payment
- Coverage begins the first day of work and ends on the last day of work.

### Blue Shield Optichoice (Vision) Program:

- Covers eye exams, refractive services, lenses and frames once every 12 months.
- Coverage begins the first day of work and ends on the last day of work.

### Delta Dental Plan:

- Covers employees only
- Covers diagnostic and preventive 100%
- Covers restorative, oral surgery, endodontics, surgical periodontics, general anesthesia 80%.
- \$1,000 per year maximum
- Coverage begins the first day of work and ends on the last day of work.

### Life Insurance (Term):

- 1.5% times basic salary up to \$100,000, 65% at age 65 and 50% at age 70
- Coverage begins the first day of work and ends on the last day of work.
- Also covers dismemberment and provides for right to convert.

### Short Term Disability Insurance:

- 60% of basic weekly earnings minus other specific income benefits, i.e., sick leave, workers' compensation, social security, etc.
- Weekly benefit: \$200 minimum - \$500 maximum.
- Maximum benefit period- 52 weeks

### Long Term Disability Insurance:

- Eligibility- 360 consecutive days of total disability
- Monthly benefit is an amount equal to 60% of covered monthly earnings minus other specific income benefits, i.e., sick leave, workers' compensation, social security, etc.
- \$3000 maximum monthly benefit

### Pension Plan:

- Employees contribute 3% of salary and the Corporation 7%.
- Twelve investment options, i.e. Sanford Bernstein Mgd 500, JanCap Growth, Money Market, etc.
- Counseling is provided but investment decisions are made by staff.
- Immediately vested
- Enrollment begins the first day of the month following the start date or the first work day if it is the first day of the month.

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