



Job Title	Case Manager – CUNY’s Cannabis Workforce and Business Develo
PVN ID	BM-2208-005003
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Continuing Education
Status	Full Time
Annual Salary	\$51,000.00 - \$61,000.00
Hour(s) a Week	35
Closing Date	Feb 08, 2023 (Or Until Filled)

General Description

Adult Continuing Education is seeking a Case Manager to support students in the Cannabis Workforce and Business Development Training Program at BMCC. The program will focus on developing the early guide rails for this growing workforce sector in New York City as well as designing foundation workforce training curricula responsive to the regional industry specific needs while ensuring that workforce training curricula is founded upon solid adult learner pedagogical frameworks. Reporting to the Director of Programs and Special Projects, the case manager is responsible for providing support with the preparation, planning, launching, supervision, and scaling in all areas of the program starting with recruitment, assist with training and employment retention activities to support job development. The Case Manager provides direct support to the students in the form of referrals, follow-up, and tracking.

Other Duties

- Coordinating outreach, recruitment, screening, pre-assessment, and enrollment of new applicants.
- Advising and motivating students through in-class workshops and one-on-one client sessions.
- Write monthly case notes of current participants as well as follow up participants
- Observing established program’s confidentiality measures during case management.
- Identifying and establishing reciprocal referral relationships with relevant community-based organizations, social service agencies, and local immigrant organizations to meet students’ needs.
- Providing crisis intervention, support, and referrals to social services for students.
- Participating in funder update and reporting activities, including the writing of monthly and quarterly reports on program and student outcomes using compiled data and student feedback.
- Maintain case management files per grant protocols.
- Alerting the program manager of students needs related to job readiness and employment assistance so that appropriate connections can be made to the Workforce1 Career Center, and the funders.
- Collaborating with the Program Coordinator and Job Developer to collect, record, and share relevant data

on post-Training Program completion and employment outcomes.

Qualifications

- Bachelor's degree with at least two (2) years of relevant work experience related to case management, preferably in higher education administration or in the professional learning and development arena.
- Excellent communication and interpersonal skills.
- Experience with student, funder, staff, and employer engagement.
- Ability to think strategically, problem-solve, advocate for students, and support organizational goals.
- Ability to establish community networks and deal effectively with community groups.
- Must have a passion for helping adults advance.
- Ability to refer participants to services that will assist with overcoming barriers.
- Schedule flexibility: able to work in-person 3 days a week and work remotely the remainder of the schedule, subject to change. Occasionally support evening and weekend program events.

Preferred Qualifications

- Bachelor's Degree in a related field with at least three (3) years' experience in Workforce Development.
- Knowledge and experience of the CUNY system and/or NYC government agencies.
- Familiarity with CBOs, economic development agencies and legal services.

Position is grant funded until 2025.

Mandatory Vaccine Mandate: As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.