

Job Title	ESL Case Manager (Part Time)
PVN ID	LA-1803-002417
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Health and Wellness
Status	Part Time
Hourly Rate	\$19.00-\$23.00
Hour(s) a Week	15.00-19.00
Closing Date	May 28, 2018 (Or Until Filled)

General Description

Functional Title – ESL Case Manager

Reports to: ESL Program Coordinator

Minimum Requirements: Have a Master's Degree and is licensed/license eligible as a Mental Health Clinician or Social Worker. Bilingual Preferred.

Duties:

The Case Manager will work in collaboration with Single Stop programming to assist with outreach to ESL students and student-parents and their families. With this collaborative piece, Single Stop can effectively screen more students and provide community services on campus to the college. In addition, workshops and activities can be conducted to foster a healthy lifestyle in finances, nutrition, access to child care and elder care, financial support for tuition for the Early Childhood Learning Center, and self-sufficiency for retention. In addition, supportive services will be provided in the areas of transportation, book assistance and home emergencies to alleviate the stress students face when balancing life and higher education. An additional role of the Case Manager will be to collaborate with advising services regarding students and their academic progress. This will allow the college to expand support services based on the needs of the student and student-parents.

The ESL Case Manager reports to the ESL Program Coordinator and the Manager of Health and Wellness Education and Grant Development. Duties to include but are not limited to:

- Assess ESL strategies for success students' presenting needs and connect them to the best available campus and community support services.
- Manage crisis intervention for emergency situations with ESL strategies for success students.
- Help students become familiar with university resources; advise and refer students to appropriate university resources, as the need arises.
- Assist in conducting workshops and outreach for faculty and staff to provide increased awareness on

campus to the emotional challenges, needs and resources for students on campus.

- Identify external community-based organizations that provide mental health and social services for bilingual students.
- Assist students with the formulation and implementation of immediate and long-range educational and career planning

Other Duties

Qualifications

Minimum Requirements: Bachelors degree required. Master's Degree and is licensed/license eligible as a Mental Health Clinician or Social Worker preferred. Bilingual Preferred but not required.