

Job Title	Educational Case Manager
PVN ID	LA-2212-005290
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Immigrant Education and Train
Status	Part Time
Hourly Rate	\$37.00-\$40.00
Hour(s) a Week	19.00
Closing Date	Feb 15, 2023 (Or Until Filled)

General Description

LaGuardia Community College's Center for Immigrant Education and Training (CIET) seeks an Educational Case Manager (ECM). Housed in LaGuardia's Division of Adult & Continuing Education, CIET provides no-cost educational and training programs designed to assist low-income immigrant English language learners to advance on their educational and career pathways and to achieve their civic and parent engagement goals.

The primary responsibilities of this position include:

- Advising and motivating immigrant clients in developing and persisting in their educational and career pathways, both through in-class workshops and one-on-one follow-up sessions.
- Tracking student progress, attendance and satisfaction, while completing all data entry tasks as required by funders and the university, and observing established confidentiality measures.
- Identifying and establishing joint referral relationships with relevant community-based organizations, social service agencies, and local immigrant organizations to meet client needs.
- Providing crisis intervention, support, and referrals to social services for students.
- Participating in funder update and reporting activities, including writing of monthly student outcomes using compiled data and student feedback.

Other Duties

Qualifications

- Bachelor's degree in a social work, counseling or a related field;
- Relevant experience in counseling individuals and/or leading workshops
- Strong awareness of the barriers facing immigrants looking to integrate into the US workforce and

academic environment

- Some weekday evening hours required (approximately 5-8 pm)
- Seeking a professional individual familiar with strengths-based, culturally competent approaches