
Job Title	Case Manager
PVN ID	LE-2209-005096
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	School of Continuing and Professional St
Status	Part Time
Hourly Rate	\$40.00-\$50.00
Hour(s) a Week	15.00-19.00
Closing Date	Nov 19, 2022 (Or Until Filled)

General Description

The School of Continuing and Professional Studies at Lehman College is seeking a Case Manager to support entrepreneurs in the Cannabis Workforce and Business Development Training Program at Lehman College. The program is dedicated to enabling legacy entrepreneurs and others to start up and manage small businesses by applying for cannabis licenses. Reporting to the Director of CUNY on the Concourse, 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 and culminating in starting and running a successful business. The Case Manager provides direct support to the entrepreneurs 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 entrepreneurs through in-class workshops and one-on-one client sessions.
- 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.
- 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 Manager 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 setting up and running a successful business.
- Schedule flexibility: able to work at CUNY on the Concourse, Bronx, in-person 2-3 days a week and work remotely the remainder of the schedule. Occasionally support evening and weekend program events.

Preferred Qualifications

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

Position is grant funded until 2025.