
Job Title	Education and Vocational Case Manager – at risk adults
PVN ID	LE-2210-005143
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	School of Continuing and Professional St
Status	Full Time
Annual Salary	\$55,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Dec 02, 2022 (Or Until Filled)

General Description

The School of Continuing and Professional Studies at Lehman College is seeking an experienced Education and Vocational Case Manager to recruit and support eligible candidates living at New York City public housing sites for the HRA Pathways program.

Lehman's HRA Pathways program supports qualified tenants living at specific New York City public housing sites in pursuing their education and career goals. The program provides education and career counseling for tenants to attend job-training or degree programs at CUNY campuses or approved non-CUNY schools. The program also provides funding for tuition, books, supplies, transportation, exam fees and professional licenses. It also provides job search support and stipends for unpaid internships.

Other Duties

Reporting to the Program Director, the Education and Vocational Case Manager will:

- Provide educational vocational counseling to tenants in 4 public housing sites.
- High-touch service to a caseload of approximately 30 to 40 tenants a semester.
- Provide outreach and recruitment through orientation sessions at housing sites, a monthly newsletter, and direct outreach to tenants and housing site staff.
- Assess tenants' interests, employment history, education level, and abilities in order to develop appropriate education and employment plans.
- Research specific education and training programs that align with each tenant's goals and abilities.
- Support tenants to ensure that they successfully complete their programs of study.
- Follow up regularly with tenants in person and by phone, email, and virtual meetings.
- Maintain case notes and input data to document all education and employment contacts in our online platform.
- Distribute and track MetroCards, loaner laptops, loaner MiFis, and other benefits that the program

provides to tenants.

- Communicate with external and internal partners on behalf of tenants and the program.
- Present workshops at housing sites, with or without external vendors, that will help participants develop and reach their personal, educational and career goals.
- Pursue and develop collaborative relationships with employers and industry experts.
- Assist the program director and program coordinator with specialized technical support including but not limited to online workshops, databases, benefits calculators and educational technology projects.
- Assist the School of Continuing and Professional Studies with occasional projects.

Schedule

Full-time position with benefits, Monday through Friday, 9 am to 5 pm.

Hybrid position: In-person twice a week at Hollis Gardens Apartments at 203-04 Hollis Avenue, St. Albans NY. The remainder of the work week will be remote, with occasional travel to other public housing sites for recruitment and retention of clients.

Qualifications

Required Qualifications:

- Bachelor's degree
- Minimum of two years of experience working with underserved populations.
- Education and vocational case management experience.
- An interest in the complexities faced by adult learners receiving public assistance, and the willingness to assist them in working through multiple barriers to enroll in and complete education programs and/or find employment.
- Flexibility in work location including two days a week in Hollis, Queens.
- Excellent communication skills.
- Good basic technology skills including email, phone, text and virtual meetings.

Preferred qualifications:

- Bilingual (especially Spanish).
- Experience working in the higher education field.
- Having a car and a valid driver's license is helpful, but all locations can be reached by public transportation.

Position is grant funded until July 2025 with option of renewal.