



Job Title	Counselor Case Manager
PVN ID	ME-1508-000666
Category	Instruction and Social Service
Location	MEDGAR EVERS COLLEGE
Department	School of Professional and Community Dev
Status	Full Time
Annual Salary	\$43,000.00 - \$48,000.00
Hour(s) a Week	35
Closing Date	Oct 29, 2015 (Or Until Filled)

General Description

Program Overview:

BETA Academy is a workforce development initiative for out of school youth between the ages of 17 and 24 providing occupational skills training, high school equivalency preparation and other services. Young adults can be high school graduates or non-completers.

Position Description:

The Counselor/Case Manager coordinates all social and academic support services and helps students to develop coping skills as they transition to employment or advanced education and training. This person is also responsible for all follow-up services especially as it relates to retention of program participants

Essential Responsibilities and Duties:

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- Assesses whether or not program will meet clients' needs by psychosocial evaluation
- Provides case management services, which involves coordinating access to and scheduling of social and academic support services.
- Work with clients to foster the development of new or improved coping, problem solving, and communication skills/methods.

- Case management directly related to helping students successfully complete the program and transition to employment, post- secondary education, advanced training or the military.
- Advocate for program participants with internal and external entities and follow-up on social service and other referrals
- Conduct or participate in case reviews
- Conduct group Life Skills Sessions
- Organize career or academic oriented student trips and other beneficial activities
- Work collaboratively with college staff, DOE Officials, Social Workers, Probation Officers, etc. for the benefit of the student.
- Ensure proper follow up and have face to face interactions with students and other parties involved including home visits.
- On site monitoring of participant attendance and active participation
- Maintain up-to-date client records, case notes and other supportive services information and prepare the necessary reports in a timely and accurate manner.

Other Duties

As Assigned

Qualifications

Bachelor's or Master's Degree in social work, counseling or similar field. Experience working with young

adults. Excellent verbal and written communication skills. Competent in MS Applications. Ability to conduct/facilitate engaging workshops. Ability to work independently.