

Job Title	Case Manager
PVN ID	ME-2108-004143
Category	Instruction and Social Service
Location	MEDGAR EVERS COLLEGE
Department	SPCD
Status	Full Time
Annual Salary	\$35,000.00 - \$42,000.00
Hour(s) a Week	35
Closing Date	Feb 02, 2022 (Or Until Filled)

General Description

The Young Adult Borough Center (YABC) and Learning to Work Center at Thomas Jefferson Campus High School is an evening educational/youth development program that provide New York City high school students an alternative pathway to graduation. Students enrolled in YABC also include young adults who chose to leave daytime classes due to circumstances such as employment or adult responsibilities. YABC offers students an opportunity to participate in a non-traditional educational program geared toward helping them prepare for a high school diploma and making critical career choices (i.e. college, employment or vocational training). This unique program combines academic classroom instruction, tutoring, career exploration, case management, work readiness training, and subsidized internships. Students attend classes Monday through Sunday. In addition to YABC students accumulating credits toward graduation at an accelerated rate, they receive an elective credit for participating in paid internships. Our overall goal is to provide the students with internships that provide them with the skills necessary to pursue their individual career goals. Once all of the credits toward graduation have been completed students obtain a local and or regents diploma from their sending school.

Other Duties

Provides case management for young adult at risk students within a community based educational setting, to improve their quality of life and maintain the highest possible ability to function within the community.

- Facilitates client access to community resources and services; assists clients to develop natural resources and make contact with social support networks.
- Perform student outreach, which includes letters, phone calls and occasional home visits.
- Coordinates and monitors services, including tracking client activities in relation to care plan.
- Coordinates external program presentations relative to student support services for the Young Adult Borough Student Population.

- Assists clients in developing goals and area of need, and assists in developing individual plans which are assessed regularly.
- Documents all client encounters and contracts.
- Identifies and provides emergency services as necessary; makes assessments and responds according to accepted intervention methods and techniques; coordinates other services as appropriate.
- Maintains and reports applicable statistics regarding programs and client services.

Performs miscellaneous job related duties as assigned and deemed necessary by director for functionality of the overall program.

Qualifications

The ideal candidate will possess a minimum bachelor's degree in a related field. Minimum 4 years case management experience preferably with youth between the ages of 17-21. Experience within a high school or post-secondary setting is highly preferred. Applicant must be available to work between the hours of 1pm-9pm Monday through Thursday and 9am-5pm on Fridays.