



## **JOB ANNOUNCEMENT**

### **CASE MANAGER**

(Full-Time Position)

#### **POSITION SUMMARY**

The Case Manager shall report to the Program Director and provide the following services to a caseload of YouthBuild program members: individual counseling, supportive services, character development, job development, educational tutoring, case management and referrals to outside resources. Additional responsibilities for this position shall include, but not be limited to, assisting with development of effective life skills, positive leadership skills, the skills necessary to set and achieve short- and long-term goals, overcome barriers to success, become self-sufficient and resolve conflict.

LA CAUSA YouthBuild is a workforce and leadership development program for young people ages 16 to 24+ that live in economically distressed neighborhoods. Young people learn leadership, advocacy and workforce readiness skills, while they earn an accredited high school diploma and industry recognized certifications. Learn more about our organization: [www.lacausainc.org](http://www.lacausainc.org)

#### **DUTIES AND RESPONSIBILITIES**

- Provide ongoing individual counseling; provide job development services, assist in the development of and facilitate individual group support activities.
- Develop an Individual Employment Plan (IEP) with YB members to set individual goals for success and a timetable for accomplishments i.e., working closely with all managers, the program competencies, and the personal development objectives for each YB member.
- Assess, identify, and document member's potential barriers to success; assist members to develop an appropriate written plan of action designed to overcome barriers.
- Plan and organize Community Leadership and Life Skills activities.
- Must have prior experience with data collection and DOL MIS/ DYB and or similar related database systems.
- Engage with YB members, parents and or guardians to ensure student retention.
- On-going collaboration with community partnerships for the delivery of supportive service wrap-around services.
- Maintain YB members case files including counseling and case management notes, records of support services provided, outside referrals and individual service plans in accordance to Department of Labor (DOL) requirements.
- Assist in outreach and recruitment, eligibility determination, selection, and orientation of program members.
- Will organize and schedule support groups among all cohorts to address challenges and identify solutions, support systems, system navigation resources.
- Assist in identifying and organizing appropriate community service projects.



- Participate in community service, attend retreats, workshops and conferences as required.
- Will assist Project Director in the development of DOL quarterly reporting.
- Coordinate daily and special activities with other LA CAUSA YouthBuild program components.
- Participate in community service, attend retreats, workshops and conferences as required.
- Provide regular feedback on a formal and informal basis to the Project Director regarding program status, suggestions for improvement and progress towards meeting stated goals and objectives.
- Observe, support, and enforce the programs policies and regulations.
- Assist with recruitment, partnership development and job placement.
- Utilize a professional network to support and connect participants to industry opportunities.
- Other duties as assigned.

#### **REQUIREMENTS/QUALIFICATIONS**

- Bachelor's degree in psychology, sociology, or related discipline. Three years of experience providing youth and community services which includes individual and group counseling, leadership development training, job readiness/job development, vocational education, life skills training and volunteer activities. Experience providing crisis intervention and conflict resolution is preferred.
- Experience working with at-risk (at-promise) young people ages 16-24+ from low-income backgrounds.
- Demonstrates the oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Knowledge of the YouthBuild movement desirable.

#### **SALARY AND BENEFITS**

- 42,500 -50,000 annual salary (reflects the entire pay range); a starting wage is based on a level of experience and education that exceeds the minimum requirements and is commensurate with the compensation scale (salary range).
- Medical, Dental, Vision Benefits
- Vacation, Sick and Personal Holiday Benefits

**Required:** Valid California Driver's License; Fingerprinting and drug test

**How to Apply:** You may apply for this position as follows: [indeed.com](https://www.indeed.com), email your resume to [info@lacausa.org](mailto:info@lacausa.org)



**YB YOUTHBUILD**

LA CAUSA YOUTHBUILD

*LA CAUSA YouthBuild is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.*