

Title: Senior Case Manager
Department: Division of Adult and Continuing Education
Location: LaGuardia Community College
Issue Date: Monday, December 19, 2011
PVN Number: RAD-889

General Description:

The City University of New York offers a wide range of youth leadership and workforce development programs, in both traditional degree programs and in continuing education. Using funding from the NYC Department of Probation in January 2012 LaGuardia Community College launched a program directed at preparing young adults in the juvenile justice system for employment, to obtain high school equivalency diplomas and entry into higher education. A Senior Case Manager is needed for this project.

The Young Adult Justice Program will provide services within the Jamaica, Queens Community. The program is intended to connect low income out of school young adults from the Jamaica community to educational, employment, community service and life skills resources. YAJP will serve young adults who do not have a high school diploma and are reading at an 8th grade level.

The program will provide computer literacy; financial literacy workshops and self-sufficiency counseling; job readiness workshops, job development and follow-up; GED instruction, community service or internship opportunities, or assistance with applying to college.

Reporting to the Coordinator of the YAJP program the Senior Case Manager will be hired in February to oversee the provision of individual and group counseling and referral services. Additionally, the Senior Case Manager will:

- Identify internal and external support services needed to ensure that students successfully complete each phase of the program. Refer students and monitor their use of these services
- Oversee the recruitment, intake, orientation, assessment and referral process for students entering the pre-training (Vestibule) phase of the program. Oversee instructional services within the Vestibule course
- Oversee the final selection of students into the program who successfully complete the Vestibule phase
- Assist students to research community service and community benefits projects. Monitor their progress in reaching the outcomes of the projects identified
- Provide individual case management services to program participants
- Oversee computer and classroom based career exploration activities
- Design, implement and monitor post-program follow-up services.

- Supervise the Case Manager/Employment Specialist and adjunct workshop leaders
- Participate in regularly scheduled meetings at the community site and on campus to ensure that program goals are met according to schedule
- Assist the coordinator in representing YAJP at Department of Probations meetings, and engage in public outreach efforts such as interfacing with public and private organizations within the Jamaica community, developing reports and brochures for distribution, and public speaking

Other Duties:

The Senior Case Manager must also be able to perform the following:

- Maintain professional relationships with campus counseling personnel to enhance the quality and timeliness of program services
- Assist in the preparation of internal, external reports and progress notes to document the attainment of program goals and students' outcomes.

Salary: \$40,000 - \$45,000

Core Competencies/Qualifications:

- Bachelor's degree in social work, counseling or related discipline required, Master's degree strongly preferred.
- A minimum of 2 years of experience working in juvenile justice, education, training, and/or workforce development programs, including at least 2 years of supervisory/managerial experience.
- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner, and to adapt to changing situations and priorities;
- Excellent written and oral communication skills, and strong computer skills in Microsoft Office (Word, Excel and Access);
- Strong analytical capability, supervisory and interpersonal skills, and ability to interact with audiences of varied knowledge and expertise;
- Experience in data analysis and writing reports;
- Ability to work a flexible schedule, including evenings and weekends;

The ideal candidate will also have experience working with the target population and experience working in a community and/or a college or university setting.

To apply, go to http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=RAD-889.