

Job Posting

September 14, 2020

POSITION

Case Manager

EMPLOYMENT TYPE

Full-time, Hourly

SALARY

\$19.16/hr.

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinating recruitment and registration process.
- Coordinating participant orientation.
- The completion of ISS for all participants.
- Meeting with all registered participants on a monthly basis for counseling purposes.
- Maintaining counseling log.
- Properly filing participant's progress/case notes.
- Inputting all ISS information into CAPRICORN, including case notes.
- Maintaining participants' portfolios.
- Referring participants to other programs or services if necessary and maintain supporting documents on file..
- Ensuring that participants graduate from High School or obtain GED (along with program director).
- Attending DYCD trainings.
- Performing tasks as necessary at the discretion of the Program Director & Assistant Executive Director.
- S/he will assist the Program Director in maintaining a continuous communication with school administration for the collection of necessary documents to incessantly monitor the academic and behavioral progress of the participants, as well as to maintain updated documentation for participant files.
- Assisting with planning all Service Learning Projects as prescribed by DYCD.
- Ensuring that the participants have every possible resource to obtain program goals.

COMPETENCIES

- Ability to establish and maintain rapport with program youth
- Communication and writing skills
- Organized
- Intermediate-Advanced typing skills
- Ability to multitask Bilingual a plus

EDUCATION EXPERIENCE

- Bachelors degree; Degree in Education and/or Psychology preferred

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Kendra Doshi, Business Manager

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Please put "Case Manager Position" in e-mail subject line.