

Job Description

Job Title: Case Manager
Department: YouthBuild Institute
Reports To: Manager, Transitional Services
FLSA Status: Exempt, Professionals
EEO Category: Professionals

General Summary

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster more self-reliant families in healthy, sustainable communities. Since 1993, Isles' YouthBuild Institute has been providing a caring, peer-based setting for young adults (ages 16-24) who want a high school diploma, career education, construction education, job and higher education placement. Trainees spend half of their day in academic classes and the other half developing vocations, including construction, landscaping, surveying, etc. Each class rehabilitates at least one abandoned home in Trenton each year. A satellite school of the Trenton school district, the Institute also includes life skills and leadership training, individualized counseling and case management, and financial literacy education. After graduation, many Institute participants are either employed in full-time, living-wage jobs or enrolled in continuing education programs. Within their communities, these individuals serve as much-needed role models of self-reliance and positive change.

Essential Functions

Planning and Administration

- Participate in the creation and implementation of departmental strategies, operational procedures, policy development, and budget development
- Monitor progress towards achieving goals and objectives
- Monitor expenses in line with budget
- Prepare monthly reports and analysis of progress towards goals

Service Implementation

- Conduct interviews and acquire information on each trainee
- Develop service plans that outline services and interventions that will be used to help to meet the identified goals of the trainees
- Counsel trainees regarding personal, economic, emotional, and social problems; maintain effective interpersonal relationships
- Work with trainees in areas such as attendance, academics, behavior, and social/family issues affecting performance
- Direct trainees to community resources available to them
- Coordinate services, make referrals, and provide advocacy
- Monitor trainees' receipt of services by developing and maintaining frequent communications with providers and others (e.g., family members, child study team, case management organizations, program employees, etc.) involved in meeting the needs of the trainees
- Develop and implement activities such as group sessions (e.g., health/ nutrition, life skills, etc.)
- Evaluate progress of the service plan, reassessing needs and modifying initial goals
- Maintain essential records and files and complete standard forms
- Keep up-to date documentation of all participant-related activities (e.g., service plan notes, health records, etc.); prepare narrative reports
- Provide necessary transitional services in the event of termination or leave of absence from the program

- Complete Intake packets for new trainees
- Develop liaisons with other agencies

Other Functions

- Interview potential applicants for entrance into program
- Participate in and provide support for Back-to-School Night, Orientation, Graduation
- Attend pertinent professional courses, conventions, seminars, and workshops to maintain the highest level of professional competence
- Provide tours for prospective funders
- Other duties in support of the department's goals may be assigned.

Supervisory Responsibilities: None

Education and/or Experience

- Bachelors degree in Social Work from an accredited college or university; MSW preferred
- 2+ years experience working with at-risk urban youth
- Licensed clinical social worker (LCSW) preferred
- Must have knowledge of problems associated with the economically disadvantaged and culturally different, ill and disabled individuals, juvenile delinquents, and drug/alcohol abusers
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Valid NJ driver's license in good standing
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment

Independent Decision Making/Job Complexity. Proximity, extent, and closeness of supervision received by an employee on this job.

- Supervisor defines assignment's objectives, priority, deadlines and assists employee with unusual or first-time situations. Employee plans and executes the assignment, as well as handles problems. Completed work is evaluated for appropriateness. The methods used are not reviewed in detail.
- Ability to organize own time in an effort to meet assigned situations and work demands

Reasoning Ability.

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to differentiate between objective fact and subjective interpretation of the trainees

Language Skills.

- Excellent oral and written communication skills.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from trainees, parents/guardians, customers, staff, and the general public.

Mathematical Skills.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Working Schedule.

- Monday to Friday; 20 to 30 hours per week
- Weekends as required
- Ability to travel to attend national conferences, professional development classes, or meetings.

Physical Demands.

- This job requires that weight be lifted or force be exerted as follows: up to 10 pounds occasionally
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Persons with disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.