

To apply for the position, send resume and cover letter detailing how your experiences match with our qualifications to ewood@isles.org or fax to 609-393-9513.

Title: Case Manager

Department: Isles' YouthBuild Institute

Reports To: Vice President/Program Director

Summary: The Case Manager is a source of support and guidance to YouthBuild trainees.

Responsibilities:

- Work with trainees in areas such as attendance, academics, behavior and social/family issues affecting performance
- Identify, assess, and address trainees needs, concerns and problems in order to coordinate services, make referrals and provide advocacy
- Arrange and coordinate healthcare services to be provided
- Develop service plans that outline services and interventions that will be used to help to meet the identified goals of the trainees
- Monitor trainees receipt of services by developing and maintaining frequent communications with providers and other (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
- Provide necessary transitional services in the event of termination or leave of absence from the program
- Keep up-to date documentation of all participant-related activities - service plan notes, health records, etc
- Develop and implement a mentor curriculum
- Supervise interns
- Interview potential applicants for entrance into program
- Complete intake packets for new trainees
- Coordinate internal mentoring program
- Act as support staff when required

Qualifications:

- Bachelor's degree from an accredited college or university
- 2+ years related experience
- Excellent planning, organizing, oral and written communication skills
- Experience working with low- to moderate-income individuals of a diverse population
- Knowledge of principles and techniques of conducting interviews and acquiring information for trainees in need of social services
- Knowledge of problems associated with the economically disadvantaged and culturally different, ill and disabled individuals, juvenile delinquents and drug or alcohol abusers.
- Knowledge of principles and techniques of counseling trainees regarding personal, economic, emotional and social problems.
- Knowledge of functions of available community resources available to the trainees
- Knowledge of principles and techniques of maintaining effective interpersonal relationships including techniques of handling various types of trainees interaction and developing liaisons with other agencies
- Knowledge of principles and techniques of preparing narrative reports
- Ability to differentiate between objective fact and subjective interpretation of the trainees
- Ability to organize own time in an effort to meet assigned situations and work demands