JOB DESCRIPTION

Position Title: Case Manager

Reports To: Health and Wellness Department, Program Manager

Status: Regular, Full-Time, Exempt, Monday- Friday, hours vary and may require occasional weekends and nights based on programmatic needs.

Salary: $40,000 Annually. Youth UpRising offers a competitive benefits package, which includes 100% Employer-Paid Medical, Dental, Vision and Life Insurance Premiums. PTO, 401(k) and Flex Plans also offered.

Position Summary

The Youth Uprising Case Manager is responsible for providing individualized wraparound services and support to all referred youth. The Case Manager will provide additional resource and support for youth in overcoming significant and acute barriers to engagement with programming including housing, transportation, food instability, and mental/physical health stability, etc. The Case Manager’s primary role will be to work with youth on probation; serve 37 youth ages 13-24 and support the fulfillment of the mission and vision of Youth UpRising within our core operating values.

Primary Duties and Areas of Responsibility

Direct Services and Programming

• Case Manager will contact the last school of record to obtain school records prior to meeting with the minor and family.

• Once initial contact has been made, the Case Manager shall, in partnership with the Probation Officer, develop an intervention plan that both the youth and parent will sign as an agreement to cooperate with the Contractor.

• The Case Manager shall meet with the youth and family in person at least twice a month, with a period of at least 10 business days between each contact.

• At the Probation Officer’s request and notification, the Case Manager shall assist youth with enrolling in school.

• The Case Manager will partner with the Tutors to provide educational support including, but not limited to; tutoring, Individualized Education Plan (IEP), 504 plans, etc.

• After 90 days the Case Manager, youth, their guardian, and PO will measure progress toward the goals outlined in the intervention plan. If the goals are met within the 90-day window, the case manager will close out the case. If not, the Case Manager will make the necessary adjustments to the implementation schedule and schedule another group review in an additional 90 days.

• The Case Manager will attend Student Attendance Review Board (SARB) and Discipline Hearing Panel (DHP) meetings as requested by the Probation Officer. Information discussed in these meetings will be delivered to the Probation Officer within five business days of the meeting.

• Link youth to housing, medical, employment, recreational, and other resources and or support systems.
- Provide mentorship and one-on-one counseling.
- Advocate for young people as they navigate the educational, justice, and other systems.
- Support all staff in conflict resolution procedures.
- Participate in center-wide programming, events, activities, and retreats as requested.
- Maintain documentation requirements and standards.
- Support grant application, data collection and reporting as required.

Organizational Responsibilities
- Attend weekly staff meetings, case conferences, departmental meetings, and all quarterly staff meetings
- Perform any and all tasks as agreed to by supervisor
- Maintain confidentiality regarding clients, personnel, and all internal organizational information
- Abide by handbook code of conduct, policies and procedures.

Qualification and Competency Requirements
- **EDUCATIONAL REQUIREMENT** - AA degree or equivalent experience
- **EXPERIENCE** – At least 1 or more years of experience as a case Manager in a youth organization
- **CULTURAL COMPETENCY** - Ability to related to and be sensitive to the needs of the diverse member population, particularly members of color and those that identify as LGBTQ
- **INDIVIDUAL SERVICE PLAN** - Develop and implement individual service plan in consultation with supervisor
- **SELF DIRECTION** - Completing all duties on time with limited guidance; Ability to work independently
- **PROBLEM SOLVING** - Ability to assess situations, consider alternatives, and choose appropriate course of action
- **COLLABORATION** - Work collaboratively with other case managers
- **INITIATIVE** - Take initiative to see out professional development and on-going education opportunities.
- **COMMUNICATION SKILLS** - Effectively communication information to members; utilizes appropriate resources to answer questions and follows up on information not readily available

**Start Date:** Immediate Opportunity. Applications accepted until position is filled.
**How to Apply:** Email resume, cover letter and four professional references to talent@youthuprising.org. Include “CM” – [Your Name]” in the subject line.

*Youth UpRising is an Equal Opportunity Employer. Youth UpRising strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.*