Urban Ventures Leadership Foundation
Job Description

Job Title:           Case Manager
Job Status:         Part-Time – 18-25 hours per week
Job Classification: Hourly
Reports to:         Director, Pathways Program
Department:         Pathways Program
Effective Date:     December 9, 2019

About Urban Ventures
Urban Ventures is a faith-based, nonprofit organization with the mission to educate children, strengthen their families, and build a healthy community. We partner with families in some the most under-resourced neighborhoods of south Minneapolis with one overarching goal—to send every youth to college or some form of post-secondary education.

About the Pathways Program
Pathways to New Beginnings is an alternative sentencing option that Urban Ventures and the Minneapolis City Attorney’s Office have partnered together to provide for individuals who are charged with a gross misdemeanor offense for carrying a pistol without a permit. This 9-month program grants individuals that choose to be involved in the program a second chance to live a healthier lifestyle.

Working Hours
18-25 hours per week: Thursday 9am - 5pm, Saturday 9am - 4pm and flexible hours (10) for case management Monday-Wednesday.

Major Responsibility
To facilitate psychoeducation groups and provide case management to participants who are involved in the Pathways program.

Specific Responsibilities
• Provide case management services to participants including intake assessments.
• Meet with participants for case management at least once during the first 12 weeks of programming and once every month for 6 months thereafter.
• Connect participants with needed and available community resources. Follow-up
• with clients and agencies as appropriate to document use/success of referral.
• Input accurate and complete data for all contacts with participants into agency database
• Provide all required documentation in a timely manner that may include reporting to external sources.
• Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships as requested.
• Adhere to agency policy, procedures and a professional code of ethics.
• Other duties as assigned by supervisor.

Qualifications
• Bachelor’s degree in Social Work or related field, experience in related area may be considered.
• Knowledge of community resources and counseling/social work practices with high risk populations
• Experience working with persons in crisis
• Strong proficiency in Office 365, Excel, Microsoft Word; good documentation skills
• Excellent written and verbal communication skills, ability to establish rapport
• Ability to motivate others towards achieving goals
• Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, open personal qualities, clear sense of boundaries
• A strong sense of and respect for confidentiality involving both clients and fellow employees
• Ability to work in a variety of settings with culturally-diverse individuals/families and communities with the ability to be culturally sensitive and appropriate
• Ability to legally operate a motor vehicle and provide own transportation
• Able to participate in physical abilities common to office work environment, computer work, event setup and take down
• Able to align with and articulate the mission and values of Urban Ventures