Academy of Medical & Public Health Services (AMPHS) is a Brooklyn-based, nonprofit organization dedicated to eliminating barriers to accessing healthcare for immigrants and other underserved communities in NYC. Every year, we proudly serve and connect more than 10,000 New Yorkers to healthcare systems. For more information, please visit www.amphsonline.org or follow our work at www.facebook.com/AMPHS.NYC.

Position Description

We are seeking two multilingual speakers of Chinese Mandarin and Spanish to serve as Educational Case Managers for our Adult Literacy Program participants. Case Managers will support student needs and help them complete their English learning goals by offering education, case management, and outreach. The Case Manager reports directly to the Manager of Community Education.

Primary Responsibilities:

● Conduct comprehensive educational and vocational assessments to develop individualized service plans that identify short- and long-term goals and barriers to success.
● Collaborate with program staff to understand barriers preventing certain students from meeting educational goals.
● Help students with crafting resumes and cover letters.
● Collaborate with and refer participants to in-house providers and community partners for wrap-around services including internet access, healthcare, childcare, housing, and financial literacy; connect students to employment opportunities and training programs.
● Regularly send employment and professional development opportunities to students.
● Facilitate and/or coordinate workshops/information sessions for ESOL students.
● Attend bi-monthly Adult Literacy Team meetings.
● Monitor participants’ progress and follow up with participants bi-monthly.
● Maintain case notes by documenting client’s goals and outcomes.
● Perform other tasks deemed necessary to assist in achieving programmatic goals.

Minimum Qualifications:

● Preference given to candidates with a bachelor’s diploma or higher.
● Prior case management or outreach experience preferred.
● Excellent communication skills, including the ability to listen well, speak articulately, and use written language appropriately.
● Written and oral fluency in Spanish or Chinese Mandarin and English required.
● Experience working in a multicultural setting.
● Strong knowledge of the Sunset Park and/or South Brooklyn area through prior experience preferred.
● Knowledge of workforce development principles preferred, but not required.
● Basic computer skills and knowledge in Microsoft Office.
Educational Case Manager
Job Description

Time Commitment:

This is a full-time, grant-funded position. AMPHS’ office hours are Tuesday to Saturday, 10AM - 6PM. Occasional evening hours may be required for events or workshops.

Compensation:

- Annual Salary Range: $45,000 - $50,000, commensurate with experience.
- AMPHS’ compensation package includes health insurance stipends, professional development opportunities, and time-off. There are opportunities to learn from industry experts to help you advance in the field of public health, adult literacy, health and education policy, immigration and nonprofit administration.

To Apply

Please submit a copy of your cover letter and resume to personnel.resources@amphsonline.org. Applications will be reviewed on a rolling first-come, first-serve basis.

Equal Opportunity Employer

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.