POSITION: Legacy LA, Live Your Legacy Case Manager
STATUS: Full-time (3 year position)
POSITION REPORTS TO: Student Success Program Director

ABOUT LEGACY LA: Founded in 2007, Legacy LA is a community based non-profit organization focused on youth development. Our mission is to make positive interventions in the lives of young people through mentorship, academic and emotional support as well as leadership development. We build youth's capacity to reach their full potential and equip them with the tools to transform their lives and their community.

SUMMARY: The Live Your Legacy (LYL) Case Manager will provide individualized case management support to disconnected youth ages 16-25. Through a holistic approach, case managers will address complex personal and academic challenges faced by students and support youth in overcoming these obstacles through intensive mentoring, goal setting, parent or guardian meetings, referrals to necessary resources and support with assessing full time job employment.

DUTIES AND RESPONSIBILITIES:
- Manage caseload of 25-30 youth both in and out of school.
- Design personalized service plans with each youth in which they are empowered to articulate their own goals and create action steps towards achieving those goals.
- Build and maintain relationships with schools, vocational programs, and other resources to create career pathways
- Meet with youth weekly to stay updated on their progress, adjust services plan if needed, and celebrate successes.
- Assist youth with navigating systems including, but not limited to health systems, assessing mental health support, attending court hearings, completing probation requirements, community service, re-entry, etc.
- Design and implement programming, workshops, field trips and events to further expose clients to opportunities for personal and professional development.
- Lead outreach and recruitment strategies for Cal CRG program
- Document enrollment in, case management sessions, services provided, or activities/events attended via case note entry into database, as well as maintaining up-to-date physical files.
- Implement and maintain any internal operating procedures related to effective and efficient program implementation (e.g., petty cash management, budgeting, expense reporting, etc.)
- Ensure alignment of Career readiness activities with campaign goals, objectives, outcomes, and methodology, including achieving contractual obligations outlined in grants and contracts.
- Support in Community Events/ Engagement activities/ Advocacy efforts as needed

DESIRED QUALIFICATIONS:
- Must have a positive youth development approach with a social/restorative justice lens
- Knowledgeable on GED and HS graduation requirements; experience in counseling or college/academic advisement
- Experienced and confident in supporting youth in crisis both emotional and academic
- Must be able to make minimum commitment of 2 years to position
- Commitment to building culture of perseverance and “dream big”
- Ability to work independently and take initiative to maintain deadlines
- Ability to work effectively with diverse clients with a broad spectrum of assets and needs
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- A Bachelor’s Degree in social work or related field from an accredited College/University
- 2+ years of experience in youth development and/or case management
- Organized: Set priorities, develop a work schedule, monitor progress towards goals, and track data/activities
- Excellent verbal and written communication skills
- Strong computer skills, Microsoft Office Suite; ability to create and maintain the resident database and to find resources on-line.
- Willingness to support in transporting youth in van as needed

SALARY RANGE: $21-23/hr plus full health benefits (range based on experience and qualifications)
Please send resume and letter of interest to:
Email: hr.recruit@legacyla.org If you have any questions you may contact Francisco@legacyla.org

Legacy LA is an Equal Opportunity Employer

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