POSITION: High School Case Manager
STATUS: Full-time
POSITION REPORTS TO: Student Success Program Senior Manager

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 Case Manager for the Student Success Program will provide academic and social emotional support to students in high school to help them succeed and achieve post secondary success. 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 case management that will include mentoring, goal setting, parent or guardian meetings, referrals to necessary resources and assessments.

DUTIES AND RESPONSIBILITIES:
- Manage caseload of 25-30 youth; 9-12th grade
- 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.
- Meet with youth weekly to stay updated on their progress, adjust services plan if needed, and celebrate successes.
- Assist parents in increasing involvement with their child’s school by serving as an advocate in setting up and attending necessary meetings, promoting parental engagement and navigation of academic institutions.
- Design and implement programming, workshops and events to further Legacy LA's mission; ex: lead development and facilitation of a weekly program around academic or enrichment for a group of 15-20 HS youth.
- Participate in periodic planning and coordination of community outreach events
- Document case management sessions, services provided, or activities/events attended via case note entry into the database, as well as maintaining up-to-date physical files.
- Plan and implement monthly/quarterly field trips to academic or vocational institutions with HS team
- On occasion, attend overnight retreats as part of the HS team or Legacy events where chaperones are needed.
- Serve as liaison between schools and parents/youth by maintaining relationships with school administrators, counselors and teachers to support academic success of youth

DESIRED QUALIFICATIONS:
- 2+ years of experience in positive youth development with a social/restorative justice lens/case management
- Knowledgeable about high school system and graduation requirements; and/or experience in counseling or college/academic advisement
- Experience supporting youth in crisis both emotional and academic
- Ability to work independently and take initiative to meet deadlines, work effectively with diverse clients with a broad spectrum of assets and needs
- Passion, idealism, integrity, positive attitude, mission-driven, self-directed and proactive
- A Bachelor’s Degree in the social sciences or related field from an accredited College/University
- Organized: Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and 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

SALARY: Hourly Rate $20-$22/hour plus full health benefits

Please send resume and letter of interest to:
Ivonne Orduno Guillen, Student Success Program Senior Manager
Email: Ivonne@LegacyLA.org

Legacy LA is an Equal Opportunity Employer