POSITION: College Persistence 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 College Persistence Program will provide academic and social emotional support to students in college 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 mentoring, goal setting, and referrals to necessary resources and services.

DUTIES AND RESPONSIBILITIES:
● Develop personalized service plans for 25-30 youth, ages 18-24 in which they are empowered to articulate their own goals and create action steps towards achieving those goals.
● Lead and support agency wide enrollment processes, orientations, and onboarding documentation for caseload.
● Contact youth biweekly to stay updated on their progress, adjust service plans if needed, and celebrate accomplishments; Meet with youth virtually or in person at least once a month.
● Serve as an advocate in setting up and attending necessary meetings, visit school campuses promoting student engagement and navigation of academic institutions.
● Design and implement programming, workshops and events to further Legacy LA’s mission and values.
● Manage College Persistence social media account (regular posts, updates, relevant info for participants).
● 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.
● Support in planning and implementing monthly/quarterly field trips to academic or vocational institutions.
● Collaborate with High School and Leadership program teams to build college pipeline.

DESIRED QUALIFICATIONS:
● Bachelor’s Degree in social work or related field from an accredited College/University; Master’s degree preferred.
● 2+ years of experience in youth development and/or case management.
● Must have a positive youth development approach with a social/restorative justice lens.
● Fluent in CSU/UC system, HS graduation requirements; experience in counseling or college/academic advisement; Financial Aid preferred.
● Must be able to make minimum commitment of 2 years to position.
● 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 and proactive.
● 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 client database and to find resources on-line.

PAY RATE: Hourly Rate $20.00 - $22.00/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

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