



## Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

**FUNCTIONAL JOB TITLE:** YouthBuild Case Manager

**DEPARTMENT:** YouthBuild

**REPORTS TO:** YouthBuild Long Island Director

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### FOR HUMAN RESOURCES ONLY

**FLSA EXEMPT:** FLSA Non-Exempt – Full Time

**DATE:** January 15, 2025

**AUTHORIZED BY:** J. Adams

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### Position Summary:

The **Case Manager** is responsible for providing ongoing counseling support, case management services, advocacy and guidance to program participants in their personal, legal and social service needs, especially those that interfere with their ability to meet the program requirements and their personal goals; and to work closely with the entire staff to build the youths' leadership skills. Counseling and case management is designed to help participants address barriers and challenges that interfere with fulfillment of their potential and successful life outcomes.

Individual and group counseling, including peer support groups, helps participants further develop their goals; overcome the effects of past physical, emotional, or sexual abuse; address drug or alcohol addiction; and develop successful habits and values related to life goals, use of money, personal relationships, drug abuse, housing and other challenges.

The Case Manager helps participants set goals and link to other community resources as appropriate to assist with challenges related to health, substance abuse, housing, childcare, family, or legal issues.



## Responsibilities:

1. Complete intake assessment and bio-psychosocial on participants, to assess their needs and obtain documentation on health, legal status, adjudicated status, education, employment, mental health service providers and any other information deemed necessary.
2. Provide case management services in all life domain areas (e.g., enrollment into Medicaid, crisis intervention, etc).
3. Coordinate drug and alcohol testing and if necessary, coordinate treatment with outside agencies.
4. Review and enforce program rules and regulations with participants in individual sessions.
5. Prepare a written Individual Development Plan (IDP) or "Life Plan" for each student that defines his or her own goals in key areas of life. Note: this includes ongoing monitoring and review of the plan.
6. Provide individual counseling on a weekly/bi-weekly basis to discuss students' service plan and personal goals, to ensure compliance and monitoring their progress.
7. Complete progress notes for all students and other required information for the case record. Keep paper records and enter case notes into required data systems.
8. Keep individual service records, case notes and student charts in a separate secured file, maintain student confidentiality and use appropriate discretion.
9. Keep director and other staff members informed on student progress.
10. Facilitate weekly support groups and individually assess and challenge them on their negative or ineffective attitudes and behaviors.
11. Advocate with human service, health, court and criminal justice systems to resolve issues facing young people.
12. Make home visits, as needed, to assess needs and support young people.
13. Transport students to required appointments as necessary.
14. Coordinate Case Conference with staff develop and maintain a consistent approach in order to support and expand the personal growth and leadership skills of young people. Provide case conferencing in which key front-line staff (counselors, teachers, and construction trainers) discuss individual students and make plans for maximizing their success, while respecting confidentiality of students' personal concerns. Note: this includes identifying a network of outside resources that YouthBuild staff members can draw on to support students (*substance abuse counseling, housing assistance, childcare resources, professional therapeutic counseling, etc.*) and a clear sense of when it is appropriate to refer young people to these resources.
15. Perform reviews on participants' trends and follow up with resolutions as part of case coordination.
16. Maintain relationships and service agreements with other community providers and attend meetings as it pertains to the participants.
17. Establish referrals and develop a resource manual that includes services to meet all participants' needs.



18. Identify and expose youth to cultural, political and social events or activities that may take place after work hours and organize youth participation.
19. Attend YouthBuild and agency staff meetings, mental toughness bootcamp, workshops and training, as required.
20. Understanding the issues facing young people in their communities.
21. Provide classroom and administrative support, as needed.
22. Adheres to all laws and procedures.

### **Qualifications:**

1. Minimum of two (2) years of counseling or crisis intervention experience with at-risk young adults or Bachelor's degree in social work
2. Bilingual a plus.
3. Strong commitment to helping young people succeed in an innovative training program, to re-orient their lives and nurture their leadership skills.
4. Ability to establish a rapport and relate sensitively to a multiracial and multicultural group of young people.
5. Must have excellent interpersonal and problem-solving skills, and the ability to relate to a wide range of issues, people and organizations.
6. Knowledge of human service, health, court and criminal justice systems' programs, regulations and procedures.
7. Experience in planning and conducting sessions or workshops
8. Must practice objectivity and integrity; maintain the highest standards in the services offered; respect the values of others; and provide services only in an appropriate professional relationship.
9. Valid NYS Drivers License with a clean driving record and own a vehicle.
10. Excellent public speaking, listening and written communication skills.
11. Understanding of issues facing young people in their communities.
12. Team Oriented.

*This is a full-time regular non-exempt position with benefits. Hours are Monday-Friday 9:00am-5:00pm and some evenings and weekend hours may be required for YouthBuild related functions*

Salary Range: \$45,000- \$55,000

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*How to apply: Send your cover letter, resume and salary expectations via email to Jenette Adams [jadams@unitedwayli.org](mailto:jadams@unitedwayli.org) with subject line "YouthBuild Case Manager/Social Worker"*