



JOB TITLE: Case Manager
PROGRAM: Family Source Center (FSC)
STATUS: Part-time
REPORTS TO: Senior Case Manager

HISTORY and MISSION

The Youth Policy Institute (YPI) provides education, training and technology services to lift low-income families out of poverty. Since 2001, YPI has accomplished this by serving families in Los Angeles at 95 sites throughout the city. YPI has an annual budget of \$34 million (including affiliated charter schools) and offers families education and training resources in the areas of afterschool, job training, early childhood education, physical education, adult literacy and ESL, computer literacy, charter schools, and college preparation. YPI also supports efforts to boost the capacity and effectiveness of small grassroots nonprofits that provide essential services for youth. Each year, YPI helps more than 30,000 youth and adults each year through these programs.

SUMMARY

The Case Manager will work with individual families to conduct in depth case management “needs assessments” that identifies the needs for each family member and to also remove barriers for the family’s employment, health and overall well-being. The Case Manager will identify resources and services to address those needs. The Case Manager supports the family’s access to services by developing a personalized case plan by working with the family to meet the goals of the case plan. The case manager will also track progress of clients while working with the FamilySource Center. Responsibilities may include but are not limited to:

ESSENTIAL FUNCTIONS

- Oversee implementation of services for each family
- Assess family needs
- Complete case plans and other documentation using project protocol
- Provide and maintain appropriate data and files of the children and families
- Participate in staff meetings, monthly trainings and other department programs as requested
- Assist in program evaluation
- Handle crisis and/or emergency situations as needed
- Provide transportation vouchers and maintain report
- Participate in all appropriate sessions and meetings
- Assist in development and coordination of special assignments and programs
- Maintain a professional attitude, confidentiality, and respect for cultural differences
- Complete all other duties as assigned
- Must be available to work some evenings and Saturdays.

QUALIFICATIONS

- Bachelor degree in social work or related field strongly preferred, plus two years experience providing case management services
- Bilingual English/Spanish required

- Two years working in a non-profit organization environment
- Excellent communication and organizational skills; strong written and interpersonal skills
- Proven ability to work well both independently and as part of a team
- Experience working with individuals with diverse ethnic backgrounds
- Demonstrated ability to work effectively as a member of a team
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)
- Leadership experience working with community social service and health organizations strongly preferred

COMPENSATION

- \$17.00 to \$18.00 per hour

SCHEDULE

- Part-time up to 16 hours per week; schedule may vary; must be available some evenings and Saturdays

APPLICATION PROCESS

Visit our website at www.ypiusa.org and apply online

**YPI is an equal opportunity employer.
www.ypiusa.org**