



Job Description: **CASE MANAGER, SOUTH LOS ANGELES YOUTHBUILD,**

About the South Los Angeles YouthBuild

The South Los Angeles Youth Build is a comprehensive 10 month academic preparatory, occupational skills, and leadership development program for low-income young people ages 17–24 residing in South Los Angeles. Participants in South Los Angeles YouthBuild will obtain their GED or high school diploma while learning job skills by building permanent supportive housing for homeless and low-income youth and families in South Los Angeles. South Los Angeles YouthBuild is a program of the Coalition for Responsible Community Development (CRCD) and Los Angeles Trade-Technical College (LATTC).

Position Summary

The Case Manager, will be part of an innovative team of service providers and educational experts that will work collectively to create/run an innovative program for young people in South Los Angeles that face the greatest barriers to finding employment. The case manager will provide one-on-one supportive services to at-risk and transition-age youth who are preparing to join the workforce. The Case Manager will assess basic needs, identify barriers to employment, develop an Individual Service Plan to address those barriers, and coordinate services to help youth prepare for and secure living wage jobs with a career path upon graduation of the YouthBuild program.

Responsibilities

- Contact, receive and review referrals to the South Los Angeles YouthBuild Program from local schools, community-based organizations, and government agencies, including walk-ins.
- Participate and coordinate outreach activities that include making presentations to non-profit organizations, government agencies, probation/parole staff and agencies, schools, and conduct door to door outreach in the targeted neighborhood.
- Conduct program orientation and intake.
- Conduct individual needs assessments with regard to: basic needs such as housing and food; education level and school enrollment; current income, employment, and past work experience; eligibility for Independent Living Program services through the foster care system; gang affiliation; and involvement with the justice system.
- Develop an Individual Service Plan identifying barriers to employment and action steps to address those barriers.
- Place youth in part-time entry-level work with on-the-job training as part of CRCD's construction training component.
- Assist youth to enroll in Los Angeles Trade Technical College to complete a high school diploma, general equivalency degree, and/or college level courses required.
- Assist with facilitation of the program's employment readiness, leadership, and life skills workshops.
- Track youth participation in each program component (educational, construction, counseling, leadership development and employment readiness and life skills workshops).
- Meet with youth on an individual basis at least bi-weekly to monitor progress in each program component; identify resources to meet supportive service needs such as tutoring or counseling; problem-solve; review the Individual Service Plan and modify as needed.
- Assist with placement in construction apprenticeships, CRCD construction sites, and other employment opportunities.



- Build relationships with local employers, including construction trade unions, and stay informed of pre-requisites for union apprenticeships and other employment opportunities.
- Build relationships with community-based organizations and government agencies to promote collaboration, solve problems, and identify resources for youth.
- Provide information & referrals for youth and young adults who cannot participate in the program due to eligibility criteria or limited program capacity.
- Follow CRCD/LATTC procedures with regard to recordkeeping, documentation, confidentiality, and maintaining case files.
- Collaborate and confer with other CRCD and LATTC staff as appropriate to coordinate services and implement the program.
- Meet weekly with other case-managers to plan activities, to strategize on service delivery for members, and other activities identified by the network.
- Assist with fulfilling grant and contract requirements for the program.
- Participate in program evaluation process.
- Oversee and coach interns, and other staff responsible for providing direct support to youth in the program.
- Facilitate and coordinate life skills workshops and edutainment activities for young people.
- Report to YouthBuild Program Manager.

QUALIFICATIONS:

Personal:

- Be a strong advocate to young people; respect the ideas and intelligence of young adults and strong commitment to supporting young people succeed in an innovative training program, to reorient their lives, nurture their leadership skills, and enable them to make a difference in their community.
- Demonstrated dependability, maturity, and initiative.
- Ability to handle crisis situations with a minimum of supervision.
- Excellent interpersonal skills. Must be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect.
- Ability to set and observe appropriate personal limits and boundaries.
- Ability to accept supervision and work with CRCD staff and community social service providers cooperatively.
- Flexibility to deal effectively with a variety of people, situations, problems and changes.
- Ability to work alone and as part of a team.

Education/Experience: Bachelors degree in social work, sociology, psychology, counseling or related field. One year experience working with young people, ex-offenders, youth in foster care system as a social service provider preferred or relevant experience may be substituted for degree.

Preferred Experience: Experience working with the African American and Latino community; knowledge of Los Angeles community resources and social service providers.

Experience/Skills: Must be computer literate in Word and Excel. Ability to gather information and assess client situation rapidly and accurately. Excellent oral and written communication skills. Ability to write clear, accurate log notes, and complete other paperwork thoroughly and accurately.



Other Requirements: Vehicle, valid California driver's license, and proof of automobile liability insurance required.

Salary: DOE

BENEFITS: Health and dental, vacation, sick and holiday pay

START DATE: This position is available immediately and will remain open until filled.

TO APPLY: Submit a cover letter with salary history/requirements and resume

Coalition for Responsible Community Development

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All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, or sexual orientation. People of color and minorities are encouraged to apply.