Job Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Case Manager</th>
<th>Full-Time/ Part-Time:</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Education and Workforce Development</td>
<td>Hourly/Salary:</td>
<td>Salary</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>35 hours per week</td>
<td>Regular/Temporary/Seasonal:</td>
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<td>Exemption:</td>
<td>N/A</td>
<td>FLSA Classification:</td>
<td>Non- Exempt</td>
</tr>
</tbody>
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Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is seeking an experienced, dynamic, and highly focused individual to serve as a Case Worker in its Education and Workforce Development Program located at our East Harlem Cornerstone site. This new position at Isaacs Center operates under the direction of the Clinical Manager and is responsible for providing case management and case assistance services for young adults pursuing education and employment opportunities. In addition, the Case Worker will focus on the development of referrals, resources, and networks that will support participants over time.

Qualifications and Experience:

- At least three years’ experience providing case management services to young adults.
- Bachelor’s degree in Human Services is preferred.
- Strong writing, speaking, interpersonal and organizational skills.
- Demonstrated experience providing case management, facilitating group work, managing data, and effectively coordinating entitlements, benefits and community resource networks.
- Must value team building, be able to work to independently, and the understand how to actively engage the community to address complex issues.

Primary Duties:
• Conduct intake assessment for newly enrolled program participants.
• Complete ISS forms with participants of Advance and Earn program.
• Provide individual, and counseling services including case assistance and case management to young adults.
• Supper participants through transitions and during follow-up.
• Input case management notes in Sales Force database and DYCD database and generate monthly reporting.
• Provide focused engagement with community members on entitlements/benefits matters, legal issues, college and career development, financial independence and housing stability.
• Participate in meetings with external partners particularly the Department of Youth and Community Development and the Department of Education.
• Liase with other Advance and Earn staff members.
• Perform other such duties which may be applicable to this job classification.

The Stanley M. Isaacs Neighborhood Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.