

## ***Job Description***

**Job Title:** Case Manager  
**Department:** YouthBuild Institute  
**Reports To:** Principal  
**FLSA Status:** Exempt, Professionals  
**EEO Category:** Professionals

### **General Summary**

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster more self-reliant families in healthy, sustainable communities. Since 1993, Isles' YouthBuild Institute has been providing a caring, peer-based setting for young adults (ages 16-24) who want a high school diploma, career education, construction education, job and higher education placement. Students spend half of their day in academic classes and the other half developing vocations, including construction, landscaping, surveying, etc. Each class rehabilitates at least one abandoned home in Trenton each year. A satellite school of the Trenton school district, the Institute also includes life skills and leadership training, individualized counseling and case management, and financial literacy education. After graduation, many Institute participants are either employed in full-time, living-wage jobs or enrolled in continuing education programs. Within their communities, these individuals serve as much-needed role models of self-reliance and positive change.

### **Essential Functions**

- Conduct interviews and acquire information on each student
- Complete Intake packets for new students
- Develop service plans that outline services and interventions that will be used to help to meet the identified goals of the students
- Counsel students regarding personal, economic, emotional, and social problems; maintain effective interpersonal relationships
- Work with students in areas such as attendance, academics, behavior, and social/family issues affecting performance
- Direct students to community resources available to them
- Coordinate services, make referrals, and provide advocacy
- Monitor students' receipt of services by developing and maintaining frequent communications with providers and others (e.g., family members, child study team, case management organizations, program employees, etc.) involved in meeting the needs of the students
- Develop and implement activities such as group sessions (e.g., health/ nutrition, life skills, etc.)
- Evaluate progress of the service plan, reassessing needs and modifying initial goals
- Keep up-to date documentation of all participant-related activities (e.g., service plan notes, health records, etc.); prepare narrative reports
- Provide necessary transitional services in the event of termination or leave of absence from the program
- Develop liaisons with other agencies

### **Other Functions**

- Interview potential applicants for entrance into program
- Participate in and provide support for Back-to-School Night, Orientation, Graduation
- Attend pertinent professional courses, conventions, seminars, and workshops to maintain the highest level of professional competence
- Other duties in support of the department's goals may be assigned.

**Supervisory Responsibilities:** None

**Education and/or Experience**

- Bachelors degree in Social Work from an accredited college or university; MSW preferred
- 2+ years experience working with at-risk urban youth
- Licensed clinical social worker (LCSW) preferred
- Must have knowledge of problems associated with the economically disadvantaged and culturally different, ill and disabled individuals, juvenile delinquents, and drug/alcohol abusers
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Valid NJ driver's license in good standing
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment