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| Job Title: | Youth Prosperity Case Manager | Job Category: | Non-Exempt |
| Location: | Edmundite Missions Office – Selma, AL | Travel Required: | Yes |
| Wages: | \$18 - \$20/hour | Position Type: | Full-time |
| JOB SUMMARY: The Youth Prosperity Case manager will provide coaching/case management and social-emotional support training to participants in the Workforce Development programs of Edmundite Missions as well as to the youth and families participating in the academic program, The Academy. The position will coordinate closely with Edmundite Missions education partners, particularly Wallace Community College Selma (WCCS) and Selma High School. The position reports to the Assistant Programs Director/ Division Director of Community Resilience and Opportunity Programs but coordinates closely with the Missions Director of the Center for Workforce Development. | | | |

ROLES AND RESPONSIBILITIES:

Social Services Service Provision

- Complete Human Needs Assessments- interview and assess clients regarding their current condition, needs, strengths and weaknesses and document sessions, case plan and distribution of resources in the provided database system
- Distribute and track resource distributions as needed
- Plan, coordinate, and provide case management services to support clients' needs and navigate barriers
- Monitor and evaluate program participants progress in the Missions programs and modify their individual plans accordingly
- Offer information and coaching regarding possible action steps to be taken during case management sessions
- Refer clients to community resources to help them overcome barriers/link to resources to support success
- Transport clients as needed to interviews, work, obtain employment, etc.
- Implement psychoeducational individual and group sessions to enhance and develop employment skills for the Academy and vocational education and training programs
- Complete home visitations as needed for individuals in the Academy and vocational education and training programs
- Utilize the Aztec Curriculum to support individuals enrolled in vocational education and training programs, promoting skill development and job readiness
- Serve as the Youth ReNew Education Specialist, providing in-school educational interventions to select students using the Aztec Ready to Work Certificate Program
- Conduct follow up calls/ sessions with participants who have successfully completed the program in order to track their progress since leaving the program
- Maintain the confidentiality of Edmundite Missions clients' and staff



Performance Reporting

- Maintain accurate records and documentation of all services provided
- Maintain data on education services in the Missions performance database
- Assist with preparing reports on performance for program supporters as needed

Other

- Complete other duties as needed and determined by the Division Director of Community Resilience and Opportunity Programs and the Director of the Center for Workforce Development.

QUALIFICATIONS

Characteristics:

- Social perceptiveness and empathy
- Ability to build and maintain professional helping relationships
- Ability to relate and communicate with diverse population and groups
- Resilience along with ability to assess situations
- An unquestionable personal code of ethics, integrity and trust
- Appreciation of the Catholic Church, its teachings and traditions
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances
- Strong verbal and written communications skills

Requirements

- Resident in Selma or surrounding community
- Proven work experience in the social services field
- Bachelor's degree in a social services field (e.g., Social Work, Psychology) from an accredited university **or** relevant case management experience required. Licensure or eligibility for licensure within 6 months in a related discipline preferred (e.g., LBSW, LMSW, ALC, LPC, LICSW).
- Some travel will be required to the Missions Rural Site in Mosses, AL (about 30 minutes outside of Selma) and to the campus of WCCS to meet with students.
- Willing to submit to background checks