

Case Manager/Youth Enrichment Specialist

Full Time

General Description:

The Case Manager is responsible for providing services to families and individuals in their assigned program. These services may include providing general information about program, crisis intervention services, developing comprehensive goal-oriented service plans, providing an appropriate level of guidance and support, facilitating referrals, and serves as advocate on behalf of participant to assist them in securing services, entitlements and support to reach their goals. This position is responsible for the After School program and the facilitation of other scheduled activities designed to build positive developmental assets among children and youth residing at Hudson River Lodging.

Principal Duties:

1. Providing general information about program, crisis intervention services, and may screen or participate in the screening of applicants for acceptance into program.
2. Orienting participants to program and conducting intake interviews to collect information and assess the needs and strengths of program participants.
3. Developing comprehensive goal-oriented service plan in conjunction with program participant and where appropriate their family members, service providers and/or significant others.
4. Providing an appropriate level of guidance and support to assist participants in meeting basic needs, addressing their service plan goals, overcoming challenges and coping with disappointment.
5. Facilitating referrals and serves as advocate on behalf of participant to assist them in securing services, entitlements and support to reach their goals.
6. Sharing information with other program staff members and collaborating with outside service providers to ensure participants holistic needs are addressed in a coordinated manner.
7. Providing individual, group and family counseling in accordance with goals and participants' case plan.
8. Facilitating or arranging for facilitation of workshops, support groups and other activities to help participants develop living skills, increase interpersonal relations and support systems, maintain healthy life styles build developmental assets and protective factors and enrich their lives. This includes coordinating and facilitating the After Program and a schedule of other enrichment activities for children and youth and their respective families that reside at Hudson River Lodging.
9. Monitoring participants' compliance with program rules and requirements, intervening to stabilize crisis situations and delivering positive and negative consequences in accordance with program procedures.
10. Monitoring progress toward service plan goals at regular intervals establishing new goals and strategies as needed.
11. Participating in applicant interviews, case reviews, staff meetings, training sessions, supervisory meetings, committee meetings, agency events, and other activities as directed.

12. Monitoring confidential participant files, case notes, records and reports as requested.
13. Assisting participants in preparing for discharge, developing a discharge and/or aftercare plan, and maintaining agreed upon follow-up contact.
14. Providing general office support, operation support, and assistance with general program management when necessary and as directed.
15. Participating in planning efforts to evaluate program's effectiveness, identify needs and trends, and develops strategies to overcome challenges and enhance program quality.
16. Obtaining ongoing training (including Positive Youth Development Training) as required and as necessary to effectively perform duties and provide professional growth.

Qualifications:

Education/Knowledge: BA/BS in human service field or equivalent combination of education, training and experience.

Experience: Two years related work experience in human services. Must have competent reading and writing skills along with strong communication skills.

Required Behaviors: Must have excellent organizational skills and have the ability to prioritize the demands of the job. Must demonstrate sensitivity toward the Program's target population, and ability to comfortably and effectively relate to individuals of diverse backgrounds, and be respectful of cultural differences. Must be responsible, non-judgmental able to work independently and as part of a team. Must have a strong commitment to personal and professional ethics and standards and be able to set and maintain appropriate boundaries with Program participants. Must be dependable and flexible. Must be able to work weekends on a rotating schedule.

License Requirements: Valid NYS Driver's License required. Must have reliable transportation to be used during the course of the work day to transport clients as necessary. Proof a valid car insurance policy.

Physical Demands: Must be able to climb multiple sets of stairs.

Other: Home or cellular telephone required. Basic computer literacy necessary. Specific clearances may be necessary depending on position being hired for.

We offer the following benefits with this position:

- Paid time off (vacation, sick, personal, holidays)
- Medical and Dental benefits
- Life Insurance
- 401k Retirement Savings Plan
- Employee Assistance Program (EAP)

Please email resume along with cover letter expressing interest in the position to: Marie Mazzucco at mmazzucco@hudsonriverhousing.org

NO PHONE CALLS PLEASE

We are an Equal Opportunity Employer

