

Case Manager/Transition Coordinator

This case manager/transition coordinator job description, from the Mile High Youth Corps's (Denver, Colorado) YouthBuild program, focuses on responsibilities and qualifications related to student career development and postprogram transitioning to life outside of YouthBuild. The description can be adapted to local circumstances (beginning with changing "Corpsmembers" to students, for example).

Summary

The case manager oversees file and case management for youth within job training and Corps programs, while designing, implementing, and overseeing a job readiness training curriculum. The case manager is responsible for preparing Corpsmembers for the workforce, while following up to ensure their successful placement in their next steps. The case manager is also responsible for maintaining documentation requirements and data input for various grants affecting the program. Reports to the YouthBuild program coordinator.

Essential functions

Program planning, implementation, and evaluation

- Develops, oversees, and implements a career development program that meets organizational standards and goals of primary funding sources.
- Ongoing development and implementation of job readiness classes and other courses in career development within the YouthBuild program.
- Ensures that youth are prepared for, and connected to, the appropriate educational or employment opportunities.
- Coordinates the implementation of this program within other Mile High Youth Corps (MHYC) programs in connection with the employer liaison.
- Facilitates the completion of the job readiness portfolio with each YouthBuild participant, and other Corpsmembers as needed.
- Serves as the lead staff in the YouthBuild afternoon workshops, including providing job readiness training and supporting life skills workshops as needed.

Corpsmember development

- Develops relationships with Corpsmembers, including an understanding of their outside supports, to identify resource needs. Communicates these needs and appropriate information within the YouthBuild team to provide most effective service delivery possible.

- Maintains relationships with outside supports, including probation and parole officers, other case managers, and support providers to ensure continuity of support.

Transition and postprogram opportunities

- Fulfills outplacement goals and objectives for primary funding sources.
- Develops strategies for Corpsmember transition out of the Corps and for postprogram job development, training, and education opportunities.
- Coordinates with the alumni mentor to ensure the regular facilitation of follow-up activities with former participants.
- Maintains consistent tracking and follow up, in accordance with chart of risk factors and needs for all YouthBuild and water crew members for a minimum of one year.
- Helps create a resource library of information on education and training programs, internships, and other post-program opportunities for members.

Administrative duties

- Documentation and data entry in a variety of data systems that track program implementation.
- Coordinates with other staff members to provide community and financial resources for Corpsmembers.
- Maintains concise documentation of the postprogram tracking system.
- Coordinates and maintains Corpsmember files, including responsibility for obtaining all necessary documentation in accordance with the various grant requirements.
- Participates in staff meetings.
- Other duties may be assigned.

Program support

- Maintains open communication with the YouthBuild team including regular updates and attendance at YouthBuild meetings.
- Works with the employer liaison to ensure maximum benefits and opportunities to link Corpsmembers with educational and employment opportunities.

Qualifications

Education: Four-year college degree in career counseling, psychology, sociology or a related field.

Significant professional experience in a related field may be substituted for postsecondary education.

Experience

- Minimum one year working as a case manager.
- Experience working directly with a diverse youth population, preferably within a job development or on-the-job training program.
- Experience in job coaching, career development, or counseling preferred.

Knowledge, skills, and abilities

- Strong classroom facilitation and interpersonal communication skills.
- Bilingual: Spanish/English speaking preferred.
- Strong knowledge of best practices in the workforce development field.
- Proficient in Microsoft products and database management.
- Knowledge of Denver metropolitan area, local community organizations, educational and training systems, public agencies, and private industries preferable.
- Ability to complete tasks in a timely manner.
- Ability to meet deadlines.

- Superior people skills, including strong speaking and writing skills.
- Ability to work independently.
- Ability to work well with people from diverse backgrounds.
- Ability to work well with others in a team atmosphere.

Compensation and hours

This is a full-time regular nonexempt position with benefits. The salary range for this position is \$31,200–\$35,500 depending on experience.

Hours are Monday through Thursday 8:30–5 and Friday 8–4. Some evenings and weekend hours may be required for Corps-related functions.

How to apply

Send resumé and cover letter to:

E-mail: staffjobs@mhyc.net (include “case manager” in the subject line)

Fax: (303) 433-5997

Mail: Mile High Youth Corps, Attn. Eliska Champagne-Veselka, 1801 Federal Blvd., Denver, CO 80204

MHYC is an equal opportunity employer.

MHYC is a tobacco-free agency.