



Case Manager

The South Bronx Overall Economic Development Corporation's (SoBro) mission is to enhance the quality of life in the South Bronx by strengthening businesses and creating innovative economic, housing, educational and career development programs for youth and adults.

SoBro's programs include spurring economic development, building affordable housing, adult education, workforce development, helping at-risk youth to succeed, and producing other positive outcomes for South Bronx residents and employers.

As we approach our 50th anniversary in 2022, SoBro intends to become a 21st century community and economic development organization doing vital work in the communities we serve, incorporating the values of equity, sustainability, strong business practices and advocacy into the foundation of this anchor institution.

Summary

The SoBro Center for Education and Career Development (ECD) offers successful, exciting, cutting-edge programs for youth and adults. The Center's mission is to engage youth, adults, and family groups in career exploration, leadership development, educational and employment opportunities to achieve economic independence. SoBro is seeking skilled and dedicated individuals with strong commitment to enhancing the quality of life in the South Bronx by providing innovative, outcomes based activities.

SoBro is seeking a Case Manager with experience. Caseload will consist of serving participants who meet the Temporary Assistance for Families in Need, Workforce Investment Act and or low-income eligibility requirements. Duties will include providing direct Case Management Services, Life Skills Instruction, Job Placement and Follow-up/Retention Services. An individual in this position will provide services and supports to ensure successful enrollment and completion educational and employment goals.

Essential Duties and Responsibilities

- Provide case management, including benefits assistance, help complete employment applications, provide resources for employment opportunities, and employment referrals Participates as a member of a team responsible for ensuring that outcome based performance standards is met
 - Assist in identifying strengths, needs, abilities, and goals in order to develop client performance plans/career plans
 - Timely completion of required documentation for every client contact as per agency policy
 - Ensures that all enrolled participants meet eligibility criteria of respective programs/ contracts
 - Conducts ongoing assessments toward preparing participant to enter the workplace
 - Develops, with the participant, an individual services strategy (ISS) that identifies steps to be taken for the participant to achieve the desired outcome
 - Provides services and monitors participant progress toward completion of the ISS
 - Participates and supports job placement activities including providing necessary services; including interview coaching, assistance with appropriate dress and behaviors, and other activities as necessary
 - Maintain records for monthly reports to include student attendance and progress
 - Provides follow-up services to participants upon completion of the program. Case managers will hold monthly meetings with participants as well as be responsible for obtaining employment verification
 - Assist in preparing program for audits.
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Community Relations

- Identify and assist with the development of community resources/service providers that meet and address the needs of students, families, and the community

Knowledge & Skills

- Excellent verbal and written communication skills
- Ability to plan, organize, lead, and guide complex projects
- Ability to perform effectively as a member of a team with minimal supervision
- Ability to work with youth, families, and community members from strength-based service model
- Ability to be self-motivated and organized when handling a multitude of tasks simultaneously
- High level of organization and excellent time management skill
- Knowledge of performance management database systems
- Proficiency in Microsoft Office and Excel, along with other software applications
- Experience with program evaluations
- Must be dependable, honest, and trustworthy
- Employs culturally competent and culturally responsive practices

COVID-19 On-Site Safety Regulations

- All staff must fully comply with SoBro's COVID-19 Employee Safety Policy adopted by the SoBro Board of Directors in October of 2020

Qualifications

- Bachelor's Degree in Human Services or relevant field
- Ability to work evenings, weekends, and/or holidays as required
- Bilingual (Spanish and English) a plus

Location: Bronx, NY

Salary: Up to \$40,000 – Commensurate with experience

How to Apply

Interested parties should:

- Apply within the hosting jobsite (preferred)
- Send resume to Esther Gonzalez, SoBRO, 555 Bergen Avenue, Bronx, N.Y. 10455

NO PHONE CALLS FROM AGENCIES OR RECRUITERS PLEASE!

SoBro provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities
TTY/TDD: 1-800 662-1220 / Voice Relay: 1-800-421-1220