



Position: Case Manager – ISY Full Time Position
Program/Department: In-School Youth (ISY) Program
Reports to: ISY Program Coordinator

Position Summary:

Brooklyn Community Services is one of Brooklyn’s first and largest non-sectarian social services agencies. BCS, which presently serves more than 10,000 individuals annually, is committed to a broad and diverse range of services including education and child care; services to strengthen families; and services to foster self-sufficiency for adults.

Funded through the federal Workforce Innovation & Opportunity Act (WIOA), the In-School Youth (ISY) program provides year-round services to high school juniors and seniors who meet certain eligibility requirements. ISY programs help participants graduate from high school, pursue college education, and develop career goals. Services Include: Guidance and Counseling, Paid Internship Opportunities, Tutoring, College Preparation and Out-of-City College Trips, Project-Based Leadership Activities, Sports, Arts, Technology, and Recreation Activities, Individualized Service Strategies (ISS) and Career Planning Assistance. All In-School Youth program participants are guaranteed a paid work experience over the summer.

Responsibilities:

- Provide holistic and comprehensive case management services to all participants including: intake assessment, benefit assessment, goal setting, TABE testing, and weekly counselling, progress monitoring, advocacy and referrals.
- Recruitment of 35 juniors attending 2 High Schools in Brooklyn by September 30th, 2017
- Develop and maintain networking strategies/relationships with community service providers/organizations.
- Foster a strong working relationship with school guidance counselors, teachers, and other school stakeholders.
- Maintain a caseload of enrolled youth, inputting data on all open service categories within the DYCD Capricorn System.
- Facilitate daily workshops in college access and work readiness to ensure all participants obtain these services in order to be placed in paid summer internship.
- Meet with participants on an individual basis throughout the contract term regularly to discuss goals and progress.
- Write monthly case notes of current participants as well as follow-up participants.
- Maintain participant files of your caseload.
- Attend all scheduled staff meetings and/or trainings.
- Engage participants in after-school activities and conduct outreach for inactive participants.
- Meet deadlines established by Program Coordinator and DYCD.
- Meet with program director regularly to discuss updates and progress of caseload.
- Monitor participants during internships, and collect weekly timesheets to enter participants work hours in the YEPS database for the summer, and Capricorn database throughout the school year.
- Supervise youth during drop in hours, college visits and school trips, etc.
- Other duties as assigned by Program Coordinator.

Qualifications:

- Bachelor’s degree required.
- Experience and demonstrated skill in working with youth required.
- Strong case management and job development experience.
- Excellent organizational, written, and communication skills.



Brooklyn Community Services

- Must have a commitment to work from a strength-based and/or youth development perspective.
- Willingness to be creative, take initiative, and work as an integral part of a team.

Contact:

Email Resume and Cover Letter to:

Stacey Fischler, *Director*

sfischler@wearebcs.org

Auxiliary aids and services are available upon request to individuals with disabilities.