



Brooklyn Community Services

**Position:** Case Manager  
**Program/Department:** Fatherhood Initiative Program  
**Reports to:** Program Director  
**Work Location:** 1702 Mermaid Avenue, Brooklyn, NY  
**Hours:** Full Time

**Position Summary:**

The Fatherhood Initiative will give young and older fathers opportunities to interact through Joint Participation in parenting skills workshops, support groups, and special events with their children. Programs will also assist fathers, including those with prior involvement in the criminal justice system, with achieving employment and education goals and with integrate aspects of conflict management, violence prevention and other support services to help fathers resolve issues and achieve economic security.

**Responsibilities:**

- Manage a caseload of approximately 25 clients
- Documenting activity, including; outreach, consent forms, client progress and transition plans, intake and ongoing assessment
- Develop individualized service plan (ISP) with each client
- Coordinating and inventorying existing services relevant to ISP
- Advocacy and referral to identified needs and services
- Convening meetings to review client progress
- Assisting clients to acquire / maintain public benefits
- Participate in program and agency wide groups, trainings and meetings as required
- Assist with development of funding proposals as needed
- Other tasks as may be required.

**Qualifications:**

- BA + 2 years relevant experience
- Experience serving families in child welfare, behavioral health, health care, or social services setting; experience participating in team settings; solid communication and writing skills; ability to work effectively across cultural/ethnic/racial communities; ability to work effectively when self-directed, ability to deliver effective – person centered services
- **MUST BE BILINGUAL IN SPANISH**

**Contact:**

Email Resume and Cover Letter to:  
Marcelle Craig - Program Director  
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