



## Job Description

**Position:** Case Manager

**Program/Department:** Prospect Plaza Community Center

**Reports to:** Prospect Plaza Site Director

**Work Location:** Hours:  Full Time     Part Time     Hourly

### Position Summary:

BCS Prospect Plaza Community Center provides services to the community including case management, job readiness, wellness and educational workshops. Our site is an access point for community members to receive or be referred to a host of other BCS programs.

### Responsibilities:

- Provide case management and referral services, including; employment support, counseling and mental health referrals, legal and housing support.
- Coordinate and oversee short term programming and workshops relevant to the community needs.
- Develop and maintain library of services and resources held at the site – this includes contact info, handouts during trainings, website links, fliers
- Participate in community outreach and program enrollment
- Recruit, oversee and directly supervise volunteer and summer youth participants
- Provide child care enrollment support and work in tandem with BCS Family Child Care Network to develop new providers
- Front desk coverage when needed
- Maintain a milieu relationship within BCS agency programs
- Create external partnerships with outside organizations.
- Participate in agency wide groups and meetings as required.
- Other tasks as may be required.

### Qualifications Required:

- Bachelor's Degree in Social Work, Human Services or Psychology
- Computer literacy is required
- Minimum of 2 year experience in social services.

### How to apply:

[Click here to apply to the Case Manager at Prospect Plaza role](#)

**EQUAL OPPORTUNITY EMPLOYER**