



## Job Description

**Position:** Case Manager- Learn & Earn Program (In School Youth Program)  
**Reports to:** Program Director  
**Location:** Brooklyn, New York  
**Hours:** Full Time

Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in over 30 locations, BCS serves more than 20,000 individuals a year.

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, outreach progress monitoring, advocacy and referrals.
- Recruitment of 33 juniors and additional seniors attending 2 High Schools in Brooklyn by December 7<sup>th</sup>, 2020.
- 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.

**EQUAL OPPORTUNITY EMPLOYER**



- 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.
- Make sure each follow-up participant is enrolled in one of the following milestones: Post-Secondary Education, Unsubsidized employment, Military, Qualified Apprenticeship, or Advanced Training.
- Collect milestone documentation every 3 months for DYCD outcome submission.
- Input milestone notes and information into the DYCD Capricorn system.
- Supervise youth during drop in hours, college visits and school trips, etc.
- Willingness to perform all duties remotely as well as in person as assigned
- Other duties as assigned by Program Coordinator.

**Qualifications Required:**

- 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.
- 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.

**How to apply:**

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