

Job Description
Lamoille Restorative Center
JOBS Case Manager

Reports to: Youth Programs Director

Narrative Description:

JOBS Program Case Manager plans, coordinates, and implements range of home based, agency, and community support and employment services for youth with serious emotional behavior behavioral disabilities ages 16 through 21 who are out-of-school or seriously at risk of dropping out and who are at high risk for involvement with Corrections, substance abuse, homelessness, physical or abusive behaviors, or other concerning behaviors. The JOBS Program is an innovative supported employment and intensive case management service that targets youth with SED already estranged from the community who are considered most at risk. JOBS Program case managers coordinate employment positions in the community which meet the goals of the program and may include supports around housing, independent living skills, education, caring relationships, health and pre –employment including career/job exploration, job search and job development support. Case Managers provide support and training to youth and employers to improve job retention and assure a satisfactory employment relationship. Case Managers will work in collaboration with HireAbility and toward meeting JOBS data collection and outcome measures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work collaboratively with team members and agency partners;
2. Meet with youth in home, school, community, and/or agency settings to provide skill building, education, modeling coaching & service coordination in preparation for transition to employment;
3. Assess youth's needs and develop appropriate interventions and skill-building opportunities to provide safety, increase healthy functioning, and prepare the youth for effective functioning in the employment environment. This will include coordinating with providers from other service agencies including HireAbility, schools, Probation and Parole, DCF, Core Transition Teams, Youth Development Program, homeless shelters and other providers;
4. Provide transportation to and from services related to youth's goals;
5. Participate in employment planning process for youth referred to program through career/job exploration and the development of job search and retention skills;
6. Contact and communicate with employers in the community regarding employment opportunities for specific consumers in order to match youth with employment that ensures independence;
7. Develop consumers' ability to secure competitive jobs; provide motivation, support, and counseling to consumers who are conducting their job search;
8. Provide support services away from the job site to include assistance with accessing other services, health, education, housing, independent living skills and caring relationships when appropriate to the needs of the consumer to reduce obstacles to employment;
9. Educate employers, supervisors and co-workers on the supervision, training and support needs of the youth;
10. Maintain records and progress reporting systems in compliance with agency standards;

11. Serve as team member to review specific cases, develop new programs and services, and evaluate current programs and
12. Assist with presentations to the larger community about the agency's vocational programs.

Qualifications:

- Bachelor's degree in education, human service, psychology, counseling, or another related field;
- Training and education in youth development, substance abuse, understanding cultural poverty, and knowledge about youth issues, prevention, local job market, and job skill development;
- Knowledge of community resources and the ability to make appropriate referrals;
- Patience, reliability, good judgment, respect for diversity and excellent communication skills;
- Strong time management, record keeping and computer skills;
- Well-developed sense of professional and personal boundaries and
- Reliable transportation