



Case Coordinator

Full-Time/Exempt

Reports to Program Manager

Revised: 6/18

Qualifications

Interested candidates must have a Master's Degree in Social Work/Psychology/Counseling. Must be LCSW or LCPC and have at least two years of experience.

Salary: \$35,000-\$42,000 per year and will commensurate with experience

Wellness, Life Skills & Counseling

- Schedule, organize, and execute Wellness / Life Skills speakers
- Act as primary liaison for RFU groups
- Work collaboratively with other program staff to design, incorporate, and Life Skills curriculum
- Assist students in achieving goals within the scope of student services duties
- Facilitate interventions with staff, students, and parents
- Advocate for students by representing their best interests at all times
- Provide occasional staff training relating to student interfaces
- Coordinate monthly feedback sessions between RFU and YBLC
- Coordinate quarterly staff training for YBLC staff led by RFU

Case Management & Support Services

- Keep up-to-date student case notes for funder and staff use
- Help students acquire external services as needed; provide follow-up
- Develop and maintain partnerships from external service providers & other resources
- Update and deliver Student Success Plans each month
- Make daily and quarterly follow-up calls
- Make quarterly follow-up calls once students are exited

Academic Support

- Teach Life Skills class to students on a weekly basis.
- Assist students to prepare for Post-secondary education (i.e. ACT exam college entrance or similar exam; identify areas of study that align with career interest)
- Assist students in the navigation of their education pathway during the transition phase
- Provide support to students to meet academic needs

Program Responsibilities

- Serve as an advisor/mentor for students to build relationships and achieve success
- Assist in designing appropriate student policies and procedures
- Build and share relationships with community partners and social service agencies around mental health, housing, pregnancy/parenting, financial services, family issues, substance use, etc.
- Provide referral support as needed for students throughout program, connect to appropriate available resources and help them apply for assistance programs
- Assist with distribution and collection of documentation and information to students from program

Other Responsibilities

- Adhere to the highest standards concerning student confidentiality and individual respect.
- Collaborate with all staff to achieve or exceed program goals and outcomes.
- General administrative tasks including filing, printing, faxing, data entry, etc.
- Valid state driver's license and good driving record
- Transport students for training and events as needed
- Represent YBLC in a professional manner at all times
- Serve as a member of the YBLC staff team by sharing ideas and concerns regarding member success and program quality
- Work in harmony with all YBLC staff, volunteers, contractors, and community partners
- Attend staff training and meetings
- Support agency as needed: donor events, mentoring students, Service Events, Mental Toughness, etc.
- Perform other duties as assigned