



Job Title: Case Manager
Department: Youth & Family Services (WIA)
Reports To: Program Coordinator/Program Manager
FLSA Status: Hourly, Non-Exempt, Full-Time/Part-Time
Salary Range: \$14 – \$16.50 per hour
Location: Antelope Valley

Basic Function:

Assist in the implementation of direct educational and social services appropriate for high-risk, at-risk, probation, foster care and/or low-income youth and their families in order to help youth reduce their criminal involvement and recidivism and overcome barriers to success in their family, school, community, employment and life. Programs include but are not limited to: Workforce Investment Act Youth Program serving Out-Of-School Youth. See Program Manuals and funding source Scope of Work or contract documents for more specific program information.

Responsibilities:

1. Facilitate social learning models instruction individually or in groups;
2. Facilitate youth development activities, mentoring activities and fieldtrips;
3. Facilitate individual assessment and planning;
4. Implement individual service plans;
5. Facilitate individual and group parent education;
6. Assist in the implementation of community education forums;
7. Assist in the implementation of Case Coordination Services;
8. Provide support for transportation services for youth;
9. Maintain accurate and up-to-date documentation;
10. Attend required meetings and trainings;
11. Provide services on a flexible schedule; and
12. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

Required Education & Training:

1. Bachelors Degree in Criminal Justice, Social Work, Education or equivalent experience;
2. At least 1 year of related working experience with high-risk, at-risk, probation, foster care, and/or low-income youth and/or parents;
3. Experience working with diverse communities;
4. Excellent verbal and written communication skills and attention to detail in documentation;
5. Computer literate; and
6. Must have a valid California driver's license, excellent driving record, reliable transportation and auto insurance.

Preferred Education & Training:

1. Bilingual in Spanish; and,
2. Experience with group facilitation, & group presentations or experience with home-visitation & case management.

Please send a cover letter and resume along with 3 references to careers@asianyouthcenter.org.

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