



EMPLOYMENT OPPORTUNITY

Position: Case Manager (Full-time, Non-exempt) **Unit:** Youth Services **Positions:** 1 **Date:** 09/24/13
Reports To: Youth Services Coordinator **Salary:** \$29,000-32,000 annually DOE, with Benefits

Summary: Under the direction of the Youth Services Coordinator, the Case Manager is a direct service responsible for the supervision, facilitation, coordination, and implementation of all eligible at-risk families, including individual and family meetings, life skills workshop trainings, enrichment activities and community services projects for youth in the Gang Reduction Youth Development (GRYD) Program. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position.

Duties / Responsibilities:

- **Provide Case Management and counseling services to the Rampart GRYD Zone:**
 - Enroll youth/families and maintain up-to-date client files;
 - Conduct program outreach to schools, parents, and other community organizations;
 - Provide daily supervision and maintain quality services for all participants, based on the scope of work;
 - Conduct individual, family and group meetings to assigned cases as well as monitor client participation in group activities, and implement occasional life skills workshops and field trips;
 - Establish positive working relations with collaborative partners. Build and maintain a support network comprised of schools, community-based organizations, parents, counselors and other tools for advancement; and
 - Submit monthly reports to Youth Services Coordinator.
- **Attend relevant meetings, trainings community events:**
 - Attend regular staff meetings, collaborative meetings, case manager meetings, quarterly agency-wide meetings/trainings, attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the Youth Services Coordinator.
- **Other related duties as assigned by the Youth Services Coordinator.**

Minimum Requirements / Qualifications:

- A Bachelor's degree in Education, Psychology, Sociology or other-related field from an accredited College or University
-OR- an AA degree AND two (2) years of experience working with at-risk youth;
- Minimum one (1) year of experience working with youth and families from various socio-economic and cultural backgrounds;
- **Bilingual capacity (English/Spanish);**
- Ability to work collaboratively with others and a willingness to participate fully in a team process;
- Possess flexibility, initiative and ability to work under pressure;
- Strong interpersonal, organizational, written and communication skills with colleagues, clients and representatives from other community organizations;
- Ability to supervise/teach instructional lessons in operation of daily youth programs;
- Ability to organize and prepare documentation in a timely manner;
- Strong commitment to working with a multi-cultural community;
- Demonstrable working knowledge of the use and operation of personal computers;
- Proof of passing a TB test and fingerprinting clearance (Live Scan);
- A valid Class C California Driver License, access to a personal automobile and proof of auto insurance;
- Proof of eligibility to work in the United States; and
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- Certification in CPR and First-Aid training

Application Instructions:

Send Resume AND Cover Letter to

Koreatown Youth & Community Center

ATTN: Ashley Kim, Personnel Officer

3727 West 6th Street, Suite 300

Los Angeles, CA 90020

FAX: 213-927-0017

E-mail: Personnel@kyccla.org

**** Specify the position for which you are applying.**

**** No phone calls or visits, please.**