



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. Our agency was founded on serving youth, and our Youth Services staff is committed to bringing out the best in them. We strive to encourage them to find their passion by patiently supporting them, and to unlock their potential by cultivating their strengths. We believe that quality youth programs can make a powerful difference in the life of a child, and we're looking for a driven and committed individuals to join our team.

Impacting the lives of children and youth is where it all began.

We have been serving our diverse community for more than 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Lead Case Manager (Full-time, Non-exempt)

Unit: Youth Services
Posting Date: 02/26/2016

Reports To: Senior Manager
Salary: \$32,000 - 34,000 annually DOE, plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Senior Manager, the Lead Case Manager is a direct service position responsible for the supervision, facilitation, coordination, and implementation of all eligible at-risk families in the Gang Reduction Youth Development (GRYD) Program, as well as serving as program liaison to the GRYD lead agency. This position will also be responsible for submitting monthly reports; developing work plans to address individual needs; implementing the scope of work; and ensuring expectations are met as agreed upon with the Senior Manager. 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:**
 - Act as GRYD program lead by overseeing contract compliance, services, reports, charts, and program communication with GRYD lead agency;
 - Supervise GRYD staff, interns, and volunteers;
 - Enroll, assign, monitor, and maintain case files for clients;
 - Provide regular individual, family, and group meetings to assigned cases and maintain quality services to ensure contract compliance;
 - Establish positive working relations with GRYD collaborative partners;
 - Build and maintain a support/referral network comprised of schools, community-based organizations, parents, and school staff;
 - Administer program evaluation forms and track results to gauge clients' performance and program impact; and
 - Submit monthly reports, reports to Senior Manager and lead agency.
- **Attend relevant meetings, trainings, community events and activities; and**
- **Other related duties as assigned by the Senior Manager.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A Bachelor's degree in Education, Psychology, Sociology, or other-related field from an accredited College or University;
- Minimum two (2) years 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;



Minimum Requirements continued:

- 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 (Child & Adult) and First Aid training.

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