



TITLE:	Case Manager, Part-time
DEPARTMENT:	Community Based Mentoring
REPORTS TO:	Associate Director
QUALIFICATIONS:	
Education:	BA required
Experience:	2 years of social work and case management experience preferred
Skills:	Experience working with youth preferred, case notes, computer knowledge, organizational skills and writing ability; ability to manage programs and effectively work with clients.
Language:	Bilingual English/Spanish preferred

RESPONSIBILITIES:

- Provide on-going supervision and support for mentoring matches. Monitor one-to-one matches by phone; maintain professional records of all case supervision contacts. Monitor closely for clinical and safety issues that may arise.
- Regularly evaluate matched clients based on agency guidelines and specific program goals to assess outcomes.
- Act as client advocate for youth and families including information and referral, crisis intervention, and short term counseling.
- Perform other agency and program related duties as needed.
- Report to supervisor on program progress and professional performance.
- Supervise a caseload of clients and volunteers.

HOW TO APPLY:

Please submit your resume and cover letter to bbbsresume@bigsnyc.org. Please include "Case Manager- Part-time" in the subject line. Applications without a cover letter will NOT be reviewed. EOE/AA Employer. No phone calls please.