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<b>Job Title</b>	CUNY Fatherhood Academy Case Manager/Retention Specialist
<b>PVN ID</b>	KB-1509-000743
<b>Category</b>	Instruction and Social Service
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	Center for Economic and Workforce Develo
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$58,000.00 - \$62,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 20, 2015 (Or Until Filled)

## General Description

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The CUNY Fatherhood Academy (CFA) is a comprehensive program designed to promote responsible parenting and foster economic stability for unemployed and underemployed young fathers through education, employment, and personal development. Increased familial engagement, attaining a High School Equivalency (HSE) diploma and finding gainful employment are all essential goals of the CFA. The program's central focus is to help young fathers prepare for and enroll into college or training programs, with the understanding that earning a college degree is the most effective path toward providing long-term economic sustainability for themselves and their families. The program is targeted to serve Black and Latino fathers, ages 18–24, from throughout New York City. Under the NYC Mayor's Young Men's Initiative, the CUNY Fatherhood Academy is expanding to a new site at Kingsborough Community College.

Under the supervision of the Director of CFA, the Case Manager will provide participants with supportive services through individual and group counseling interventions.

### Essential Responsibilities and Duties:

- Facilitates workshops geared to educate, inspire and guide participants towards an awareness of their worth as young men and fathers within their families and communities while helping to address barriers to self-sufficiency and effective parenting ;
- Develops, administers, and coordinates Individual Development Plans for program participants including academic assessment, preparation for employment, parenting instruction, marriage/relationship skills development, supportive services, and follow-up;
- Develops, researches, and obtains a variety of resources, to promote participant development. Assures participant attendance and progress toward academic and vocational goals occurs;
- Provides academic and college success advice; general guidance, coaching, mentoring and career exploration support ;
- Meets and counsels participants on a set schedule to evaluate progress and maintain concise, accurate case notes. Makes home visits as necessary;
- Advocate for students, intervene with appropriate program support services and referrals to faculty, campus

learning resources and/or additional external supports;

- Provides data for participant activity tracking reports. Develops/monitors participant incentive programs to increase productivity and engagement in programs;
- Assists in organizing field trips, off-site family events, job fairs and graduation ceremonies;
- Work collaboratively with the Men's Resource Center for the benefit of the CFA participants, particularly to insure that CFA participants are engaged with mentors.
- Conduct outreach to support program retention, and track participants upon completion of the program for up to 8 months.

## Other Duties

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- Monitor, evaluate, document and report on students' academic participation and progress, ensure compliance with guidelines, and manage records and files;
- Participate in regular team meetings with instructors, academic and administrative staff, and actively participate in campus and University meetings and training activities;
- Participate in executing the program's daily operations and logistics;
- Analyze program data, assist with evaluating goals, and develop measurement criteria to perform student learning outcomes assessments and create utilization reports; and
- Work collaboratively with the CUNY Fatherhood Academy Consortium of other participating community colleges and the CUNY Central Office

## Qualifications

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### Minimum Qualifications

- Bachelor's degree and five years related experience

### Qualifications

- Master's degree in Social Work, Counseling or related degree
- Two (2) years' experience counseling fathers, young adults, or a related population
- Strong organizational, time-management, administrative skills
- Willingness and ability to take initiative, meet tight deadlines, and work with or without supervision; experience with program start-ups a plus.
- Possess excellent interpersonal and communication skills
- Ability to work in a diverse environment, and exhibit sociocultural competence and understanding
- Demonstrate leadership, problem-solving, decision-making and creative thinking skills.
- Excellent attention to detail and record keeping
- Available for occasional nights and weekends
- The ideal candidate will also have experience working with the target population and experience working in a college or university setting.

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All applications must be submitted through the Research Foundation website.

