

<b>Job Title</b>	Social Worker/Case Manager
<b>PVN ID</b>	LA-1711-002193
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 02, 2018 (Or Until Filled)

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## General Description

Individual with a background in helping young adults cope with challenges in their everyday lives. The ideal candidate must be comfortable working with vulnerable youth (homeless, foster care, criminal court involved, ex-offender, etc.) ages 14-24 and be able to help them with a wide range of situations.

Under the Director/s of the Workforce Education Center (WEC), The Social Worker/Case Manager is responsible for the following:

- Working closely with the Director to implement a coordinated effort of programs and services for vulnerable youth in our Work, Learn & Grow Program as well as other youth programs funded by the Department of Youth & Community Development.
- Assessing program participants' needs, situations, strengths and support networks to determine their goals.
- Working with and assisting participants who are in stressful and difficult situations to be able to obtain employment and remain on the job.
- Interacting with public, private, city & state agencies to ensure that participants who are referred by them to WECs programs are provided the services they need.
- Researching and referring participants to community resources as the needs arise.
- Working closely with the Program Coordinator and Assistant Coordinator to ensure that the intake follow-up, and retention goals of the program are met as it relates to the vulnerable youth population.
- Scheduling Case Management sessions with participants as the needs arise.
- Working closely with the Job Developer to ensure that placements are made that fits the need of the participant.

## Other Duties

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- Working closely with the WEC staff to develop special events for the youth population.
- Representing the Center at meetings with the Department of Youth and Community Development.
- Assisting with the enrollment and orientation processes during intake sessions.

## Qualifications

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- MSW degree required, LMSW license preferred. At least three-years of experience in Workforce Development and in working with young adults ages 14-24
- Excellent oral and written skills
- Ability to develop a rapport with program participants
- Strong ability to work collaboratively with a wide variety of constituents and adjust to multiple demands and shifting priorities
- Strong computer proficiency, especially in Microsoft Office