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<b>Job Title</b>	Education and Vocational Case Manager “ at risk adults
<b>PVN ID</b>	LE-2305-005645
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	School of Continuing and Professional
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$62,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 07, 2023 (Or Until Filled)

## General Description

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The School of Continuing and Professional Studies at Lehman College is seeking an experienced Education and Vocational Case Manager to recruit and support eligible candidates living at New York City public housing sites for the HRA Pathways program.

Lehman’s HRA Pathways program supports qualified tenants living at specific New York City public housing sites in pursuing their education and career goals. The program provides education and career counseling for tenants to attend job-training or degree programs at CUNY campuses or approved non-CUNY schools. The program also provides funding for tuition, books, supplies, transportation, exam fees and professional licenses. It also provides job search support and stipends for unpaid internships.

## Other Duties

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Reporting to the Program Director, the Education and Vocational Case Manager will:

- Provide educational vocational counseling to tenants in public housing sites in Queens, the Bronx and Manhattan.
- High-touch service to a caseload of approximately 30 to 40 tenants a semester.
- Provide outreach and recruitment through orientation sessions at housing sites, a monthly newsletter, and direct outreach to tenants and housing site staff.
- Assess tenants' interests, employment history, education level, and abilities in order to develop appropriate education and employment plans.
- Research specific education and training programs that align with each tenant's goals and abilities.
- Support tenants to ensure that they successfully complete their programs of study.
- Follow up regularly with tenants in person and by phone, email, and virtual meetings.

- Maintain case notes and input data to document all education and employment contacts in our online platform.
- Distribute and track MetroCards, loaner laptops, loaner MiFis, and other benefits that the program provides to tenants.
- Communicate with external and internal partners on behalf of tenants and the program.
- Present workshops at housing sites, with or without external vendors, that will help participants develop and reach their personal, educational and career goals.
- Pursue and develop collaborative relationships with employers and industry experts.
- Assist the program director and program coordinator with specialized technical support including but not limited to online workshops, databases, benefits calculators and educational technology projects.
- Assist the School of Continuing and Professional Studies with occasional projects.

## Qualifications

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Full-time position with benefits, Monday through Friday, 9 am to 5 pm.

Hybrid position: In-person at least 2 days a week at our main location, Hollis Gardens Apartments, at 203-04 Hollis Avenue, St. Albans NY. Occasional additional days on site at other public housing sites or Lehman College. The remainder of the work week will be remote.

### Qualifications

Required Qualifications:

- Bachelor's degree
- Minimum of two years of experience working with underserved populations.
- Education and vocational case management experience.
- An interest in the complexities faced by adult learners receiving public assistance, and the willingness to assist them in working through multiple barriers to enroll in and complete education programs and/or find employment.
- Flexibility in work location including two days a week in Hollis, Queens.
- Excellent communication skills.

Good basic technology skills including email, phone, text and virtual meetings.

Preferred qualifications:

- Bilingual (especially Spanish).
- Experience working in the higher education field.
- Reliable transportation

Position is grant funded until July 2025 with option of renewal.