

<b>Job Title</b>	Liberty Partnerships Program Case Manager
<b>PVN ID</b>	ME-1801-002319
<b>Category</b>	Instruction and Social Service
<b>Location</b>	MEDGAR EVERS COLLEGE
<b>Department</b>	Liberty Partnerships Program
<b>Status</b>	Full Time
<b>Hourly Rate</b>	\$21.00-\$21.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 29, 2018 (Or Until Filled)

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## General Description

### **Program: Liberty Partnership Program**

#### **Program Description:**

Liberty Partnership provides support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education and or professional pursuits. We service students from our Target Schools

The goal of our program is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. We are also committed to helping our students to prepare for the workforce. Services are provided during the school year and during various summer programs we run.

**Case Manager:** will be responsible for assessing student needs, via student/parent/and teacher conferences as well as from Personal Learning Plans and identifying resources students can utilize to have their academic and social needs met.

The Case Manager will also work with each LPP student to obtain a copy of their transcript from their respective guidance counselors. They will also work with guidance counselors, school administrators, parents and other LPP team members to chart a course of action. They will provide students with one-on-one time to develop an understanding of their academic standing/records. Finally, they will provide academic advisement for on-going guidance and supervision regarding graduation requirements and academic majors/course selection. The Case Manager will work with each student to develop an action plan that will be recorded on the PLP and review with the student quarterly.

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## Other Duties

Other duties as prescribed by LPP Director related to the management of the LPP participants' caseloads.

## Qualifications

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Related education, Bachelors degree in Psychology and or Social Work preferred, and professional experience.