



Job Title	Case Manager
PVN ID	NY-2408-006402
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Continuing Education
Status	Part Time
Hourly Rate	\$38.00-\$38.00
Hour(s) a Week	14.00-24.00
Closing Date	Oct 31, 2024 (Or Until Filled)

General Description

The Adult Learning Center (ALC) at CUNY City Tech seeks part-time Educational Case Managers to work in WIOA-funded programs for daytime and evening classes.

Case management is offered during class time and is all in-person. The Case Managers work while classes are in session during the fall (Sept.- Dec.), winter (Jan. - Mar.) and spring cycles (Apr. - Jun).

All instruction is in person at CUNY City Tech in downtown Brooklyn at 300 Jay Street, Brooklyn, NY 11201.

The schedule for the evening position is Mondays - Thursdays from 5:30pm - 9pm.

The schedule for the daytime position is Mondays - Fridays from 9am - 1:45pm.

Other Duties

- Advise and support English language learners and High School Equivalency students in Adult Literacy classes
- Counsel students on career prospects, academic goals, and personal concerns, while ensuring confidentiality
- Identify and establish joint referral relationships with relevant social service agencies, community-based organizations, and with Workforce1 centers
- Assess student needs and make appropriate referrals to social services and other agencies
- Provide crisis intervention when needed
- Track student progress, attendance and satisfaction, while completing required data entry tasks
- Assist students with mapping their career plans, including related academic and personal goals
- Work closely with instructors and administrative staff to meet program objectives, including the monitoring and documentation of progress and outcomes for both current and former students
- Complete 14 hours annually of professional development as mandated and provided by the Regional

Adult Education Network (RAEN)

- Other duties as assigned

Qualifications

- Bachelor's degree in a social work, counseling or a related field; Master's degree preferred
- Relevant experience in counseling individuals
- Strong awareness of the barriers facing immigrants looking to integrate into the US workforce and academic environment
- Attention to detail and accuracy essential
- Excellent interpersonal, writing and oral communication skills
- Bilingual Spanish/English preferred