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<b>Job Title</b>	Educational Case Manager
<b>PVN ID</b>	LA-1711-002179
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Division of Adult and Continuing Educati
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$55.00
<b>Hour(s) a Week</b>	10.00
<b>Closing Date</b>	Jan 07, 2018 (Or Until Filled)

## General Description

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The Educational Case Manager will work under the supervision of the Director of Community Health Worker Training as part of the 1199 CHW Apprenticeship project conducted at Bronx Lebanon Hospital Center. This project provides selected incumbent hospital staff the opportunity to participate in a community health worker training program that includes both a classroom component and a paid on-the-job learning component. LaGuardia will provide the classroom component of the project.

### Key Responsibilities

- Orient participants/students to the apprenticeship program
- Provide case management services and support to students in order to ensure their ability to complete the program
- Determine students' work schedules and study patterns to ensure effective time management, to minimize text anxiety, and to overcome barriers
- Connect students to resources needed to remove barriers to success in the program
- Liaise with participating partners: Bronx Lebanon, 1199SEIU Training and Upgrading Fund
- Clarify the pathway towards college and the utilization of articulated credit
- Collaborate with Program Director to collect, record, and share relevant data on all aspects of the Training Program including intake, assessment, service delivery, and post-Training Program completion and employment outcomes
- Submit required progress reports
- Establish student files for tracking attendance and internship hours
- Maintain regular contact with students to monitor progress and eliminate study obstacles
- Maintain students' records by reviewing case notes, logging events and progress
- Work with assigned assessment team to evaluate program outcomes
- Work with the team partners to develop and maintain a communication strategy
- Partner in developing and putting into action retention activities

## Other Duties

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## Qualifications

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- BA in student personnel administration, higher education or related field
- Excellent communication skills
- Time-management and organizational Skills
- Problem-solving skills
- Must be proficient in a number of software programs including the Microsoft Office suite
- Ability to work evening hours