



JOB DESCRIPTION

POSITION TITLE:	Case Manager
FLSA JOB STATUS:	Exempt, Full time
SALARY:	\$50,000 - \$60,000
BENEFITS:	Paid Time Off, Health, Dental, Vision Insurance Plans
REPORTS TO:	Program Director
SUPERVISES:	NONE

POSITION SUMMARY: The Case Manager (CM) is the lead programmatic staff responsible for the effective delivery of case management services and wellness programming, as well as the coordination of programmatic partner relationships. This team member coordinates with community social service providers and agencies to ensure that each trainee can adequately address barriers to employment and wellness. This team member is also responsible for driving referrals from community partners. This team member co-directs all youth-serving programming in alignment with the Program Director. Consistent and accurate modeling of Liberty Kitchen's values is essential to achieving our vision of creating a community where every young person has a chance to succeed.

ESSENTIAL FUNCTIONS:

- Provide health and wellness assessments to each incoming trainee in order to appropriately coordinate care and eliminate barriers to employability and stability
- Make and track referrals to ensure trainees have access to quality community resources such as housing, healthcare, childcare, and other social services
- Assist with SNAP, TANF, Medicaid, and CCAP applications
- Maintain relationships with referral partners and collaborators through attending community meetings and other communication channels
- Oversee youth recruitment success with support from Alumni Relations Coordinator
- Manage relationships with community partners to arrange delivery of workshops, guest speakers, and on-site resources (Dental Bus, HIV/STI screening, banking, etc.)
- Facilitate workshops on YDP content areas for Safety and Inclusion, Understanding Healthcare, Healthy Habits, and Nutrition for youth and, in some cases, staff
- Attend all scheduled employee meetings and participate in a meaningful way
- Support program evaluation efforts and processes by encouraging and managing a culture of regular data collection and analysis
- Provide all resources and case management services needed by program alumni
- Collaborate with Program Director to facilitate the inclusion of youth-centered topics in staff development planning and on-boarding
- Participate in and/or facilitate case conferencing, leadership, and other program meetings
- Other duties as required

REQUIREMENTS:

- Lived experience enabling rapport-building with opportunity youth population preferred
- Bachelor's Degree in social work, human services, education, or public health required
- Master's Degree in social work, human services, education, or public health preferred

- 3 or more years' experience youth counseling and case management
- 3 or more years' experience managing communications and relationships with outside partners and vendors
- 2 or more years' experience managing staff
- 2 or more years' experience facilitating workshops and training for diverse audiences
- Able to manage multiple complex projects and work streams simultaneously, communicating clearly and efficiently with team members across an organization
- Able to learn and use technological tools such as Asana, Salesforce, Airtable, Efforts to Outcomes
- Able to thrive in a dynamic, fast-paced work environment; strong prioritization and time management
- Enthusiastic in improving and expanding the systems of care our young people are able to access in support of their success

SCHEDULE:

- 40-hour workweek, generally from 8:00am until 4:00pm Monday through Friday with some exceptions for special events on nights and weekends or deadlines

TRAVEL

- Must be able and willing to travel to partner meetings and our various locations

WORKING CONDITIONS

- Primarily works in an office setting, but also may be in restaurant kitchen environment with possibility of exposure to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

General Comments: This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned, and management retains the right to add to or revise this job description at any time, with or without prior notice. Employment is at-will, and this job description does not imply an employment contract.

APPLICATION INSTRUCTIONS

- Please submit your resume and cover letter to info@libertyskitchen.org with "Case Manager Position" in the subject line.