



## **Life Skills Case Manager**

The Learning Web has an opening for a Case Manager within our Youth Exploration Program. This direct service position supports the Life Skills program, serving youth and young adults ages 14-24 still living with a parent or guardian, but who have similar risk profiles as homeless youth and those currently in foster care. Using a long-term approach, Life Skills provides independent living-skills preparation and intensive case management. Youth are engaged in our program and offered an array of services to develop the full range of skills needed to transition towards independence. This is a full-time position with dual reporting to the Life Skills Program Coordinator & The Learning Web Executive Director.

### **Position Duties:**

- Maintain an intensive caseload of Life Skills participants.
- Use both a Positive Youth Development approach and an individualized strengths-based approach to case management, combined with a harm reduction model, and a trauma-informed care protocol.
- Determine eligibility, gather intake information, and conduct assessment of strengths, needs, and interests of participants.
- Provide crisis intervention as necessary, identify, and assess immediate and long-term needs of participants, including safety, well-being, and self-sufficiency.
- Planning and facilitating of independent living skills in both one-to-one and small group training.
- Advocate on participant's behalf with other service providers, the legal system, etc. and provide community resource referrals as appropriate.
- Assist participants in identifying their goals and support them in achieving them.
- Collaborate with service providers, schools, parents, and other community supports on the client's behalf.
- Provide assistance in the areas of health promotion (physical, cognitive, emotional/mental) education, and employment.
- Place and monitor participants in workplace apprenticeships, based upon the participant's interests and skills. Recruit, screen, and support worksite mentors.
- Ensure that all agency policies & procedures are followed throughout the course of work and maintain required documentation on both program and all participants.
- Represent organization to outside agencies, community groups, etc. as directed.
- Participate in supervision and staff meetings and assist The Learning Web in reaching broader organizational goals such as fundraising and program development.
- Maintain high ethical standards when carrying out all duties and maintain strict adherence to all confidentiality, legal, and agency guidelines in all areas of service provision.
- Other duties or projects as assigned.

### **Minimum Qualifications:**

Bachelor's degree required and experience working with youth or young adults in a community setting. An Associate degree will be considered if the candidate possesses additional related work experience. Preference will be given to those who have experience working with "at risk" adolescents and those who have an early childhood education background.

- Experience with vulnerable youth population, particularly youth of color and youth from lower socio-economic backgrounds desired.
- Excellent written and oral communication skills.
- High-level of organization including the abilities to manage multiple projects simultaneously, to prioritize work, be detail oriented, and to know when to seek assistance.
- Ability to interact well with team members and take direction.
- Ability to understand confidentiality and handle information of a confidential nature, required.
- Must have computer expertise using Microsoft Office Suite and relevant Social Media Platforms.
- Employment application and background check required.
- Reliable transportation, clean driving record required.
- Must be available to work some early evenings and weekends as needed.

Salary & Benefits: TBD based on experience. Health Insurance, generous vacation and holiday leave.

**To apply:** send cover letter and resume via email to: [neoma@learning-web.org](mailto:neoma@learning-web.org)

For information about our agency and programs, please visit us online at [www.learning-web.org](http://www.learning-web.org)

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