



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

EMPLOYEE NAME:

JOB TITLE: Youth Case Manager

DEPARTMENT/DIVISION: Farmworker Services & Workforce Development

REPORTS TO: Senior Case Manager

FLSA STATUS: Non-Exempt

LOCATION: Lodi

REVISED DATE: 12/22/2020

Summary Description: This position recruits, certifies and enrolls qualified in-school and out-of-school youth (ages 16-24) under the Workforce Investment Act guidelines. Additionally, the Youth Case Manager oversees the progress of the youth who are receiving educational, employment, and personal-development services from CHD and other agencies within the targeted County.

DUTIES AND RESPONSIBILITIES:

- Assess, develop, implement, monitor, and modify individual plans to identify, refer and coordinate necessary services for youth participants.
- The position provides a variety of assessment and support services to enhance the educational and personal development skills of participants. The employee in this position will work out of the local CHD Office; however, assessments and services may be provided in various locations (i.e., schools, homes, community centers, etc.).
- The Youth Case Manager will be responsible for overseeing a caseload of non-or limited English speaking (Spanish/English) and/or special-needs participants; therefore, he/she must be bilingual (Spanish/English).
- Evaluate and modify the individual plans with the stakeholders (participants, parents, school officials, employers, tutors and social services representatives, etc.) formalize and implement the individual plans.
- Responsible for recruiting, determining eligibility enrolling into the CHD WorkStart or SETA Youth Program.
- Identify and utilize resources (schools, community members, employers/business representatives and/or other service providers) that can provide a wide variety of desired services to participants including alternative education, occupational skills training, self-enrichment and employment training programs.
- Identify financial aid and/or scholarship programs for program participants.

- Prepare and submit WEX packages for Public or Private Sector according to funding source regulations.
- Monitors WEX Progress and address issues with WorkSites.
- Establish and maintain relationships with participants, their families, school staff, social service representatives, educational and business professionals and other service providers which involve visiting various school worksites and attending community meetings.
- Maintain current and accurate program and participants' files.
- Reports monthly on program activities and generates other reports as necessary.
- Schedule and coordinate leadership seminars/workshops for participants, and make public presentations as necessary.
- Represent and/or advocate for and with clients in obtaining benefits services, and entitlements from governmental and private agencies and organizations.
- Plan, coordinate, and when needed, drive youth to field trips or other events in vans rented by CHD.
- Provide follow-up services to youth for a twelve month period after they are exited from the program.
- Actively participate in the safety program and provide meaningful suggestions for working safely.
- Assist in the planning of job fairs and other outreach events organized by CHD.

Supervisory Responsibilities

None

Required Skills and Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education and/or Experience

- Associate's degree (A. A.) or equivalent from two-year college or technical school
- Six months to one year related experience and/or training
- Equivalent combination of education and experience
- Experience in working directly with youth
- Experience dealing with community agencies, non-profit and for-profit agencies and members of the business community
- Bilingual English/Spanish required
- Experience identifying and utilizing resources

Certificates, Licenses, Registrations

None

Physical Requirements

Regularly: Use hands to finger, handle, or feel; Reach with hands and arms

Frequently: Stand, walk, sit; climb or balance, stoop, kneel, crouch, or crawl

Occasionally: Lift up to 10 pounds

Vision: Close vision (clear vision at 20 inches or less)

Work Environment

Moderate noise (examples: business office with computers and printers, light traffic)

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, and management.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewed by Human Resources: _____ Date: _____