



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

EMPLOYEE NAME:

JOB TITLE: Youth Case Manager

DEPARTMENT/DIVISION: Farmworker Services

REPORTS TO: Senior Case Manager

FLSA STATUS: Non-Exempt

LOCATION: Lodi

REVISED DATE: 03/16/2023

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:

- Oversee a caseload of non or limited English-speaking (Spanish/English) and/or special needs youth participants; therefore, the employee must be bilingual (Spanish/English).
- Be responsible for case managing 30-50 youth, by conducting individual assessments, developing individual plans and setting appropriate academic/employment goals for participants based on academic and personal enrichment needs.
- Implement the fourteen (14) youth elements.
- Assess, develop, implement, monitor, and modify individual plans to identify, refer and coordinate necessary services for youth participants.
- Provide 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.).
- 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.
- Recruit, determine eligibility, and enroll 30-50 youth in the CHD 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.
- Coordinates and refers participants to services provided by other organizations and social service agencies as appropriate.
- Maintain current and accurate program and participants' files and monthly case notes/activities showing participants' progress.
- 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 with the purpose of recording measures, credential attainment, and employment and education.
- 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.
- Certify as CASAS test proctor within 30 days of hire.
- Attend monthly meetings with Funding Source (EEDD or SETA) and provide progress reports.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION, EXPERIENCE, SKILLS/ABILITIES:

Required:

- High school diploma or GED required.
- Associate degree (A.A.) or equivalent from two-year college or technical school in related field, highly desirable.
- Minimum one year of related experience.
- Equivalent combination of education and experiences
- Ability to travel to various locations.
- Bilingual English/Spanish (verbal and written).
- Ability to read and comprehend instructions, correspondence, and memos.
- Ability to write effective professional communications, messages, and documents.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to apply necessary mathematics and solve mathematical problems as required by the position.

- Ability to apply common sense understanding to carry out instructions furnished in written and oral form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Must display proficiency in MS Word/Excel/Office and PowerPoint.
- Flexibility to travel to events, recruitment activities, outreach and presentation during working hours or outside usual schedule.
- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle for required work travel.
- Must pass livescan fingerprinting upon hire.
- Other duties as assigned.

Preferred:

- Experience dealing with community agencies, non-profit and for-profit agencies and members of the business community.
- Experience in youth programs or working with youth
- Experience identifying and utilizing resources.

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. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Reviewed by Human Resources: _____

Date: _____