



### **Case Manager – Adjudicated Youth**

Full-time, 12-month position at YouthBuild Philadelphia Charter School, an alternative 12<sup>th</sup> grade-only, diploma-granting high school for former high-school dropouts ages 18 to 21.

#### **Background**

YouthBuild Philadelphia Charter School is a 12<sup>th</sup> grade-only charter school for young adults between the ages of 18 and 21 who have dropped out of high school. Programmatically, the School spans two years. During the first year, approximately 220 students are enrolled to earn a competency-based high school diploma, work toward a certification in any of a number of vocational training programs, and serve as part-time AmeriCorps Members. In the second year, new graduates receive organizational support as they pursue their postsecondary goals.

#### **Mission**

Our mission is to provide out of school youth in Philadelphia with the broadest range of tools supports and opportunities available to become self-sufficient, responsible and productive citizens in their community.

#### **Core Values**

\*Excellence \* Perseverance \* Respect \*

#### **Job Description:**

The Case Manager – Adjudicated Youth has two main areas of responsibility: (1) to identify and develop partnerships with outside community resources, which can be utilized to support our students and graduates who are adjudicated youth—and eliminate or reduce the barriers they face—as they navigate the transition from high school dropout to postsecondary success, and (2) to serve as Case Manager for 30-45 students.

The regular hours for this position are typically 8:00 a.m. to 4:00 p.m. (but can periodically shift to 9:00 a.m. to 5:00 p.m. as events demand).

The duties and responsibilities of the Case Manager – Adjudicated Youth are:

#### **Community Resource Coordination**

- Assess the general needs of adjudicated youth that pose barriers to their success in both years of the program;
- Develop and enhance partnerships with community resource agencies/providers related to the needs of adjudicated youth that can support YouthBuild students in addressing those identified needs;
- Become immersed in the community resource agencies related to the needs of adjudicated youth by networking with organization members, attending events, volunteering, following social media, and other methods;

- Create and maintain a positive image of YouthBuild Philadelphia Charter School within the resource community; and
- Become familiar with what services those agencies offer and with their referral processes, such that the Case Manager – Adjudicated Youth is the expert on staff in this community resources area and can serve as an internal informational resource for other staff members.

### **Case Management**

- Manage a caseload of 30-45 students and do whatever is necessary to foster success;
- Identify and respond to students' barriers to success by completing a needs assessment, creating a treatment plan, and connecting the student to the appropriate internal and external resources, while monitoring and documenting his/her progress;
- Record and track students' daily attendance;
- Lead a Graduation Pathways (GPS) team of an inter-disciplinary group of staff members tracking the progress of a group of students, directing and monitoring interventions (behavioral, academic, and social), and communicating students' status to other appropriate staff;
- Maintain accurate and complete student files, which include a needs assessment, up-to-date treatment plan, casenotes completed at least every session, copies of referrals made to community or in-school resources, and other paperwork as deemed necessary;
- Track, report and document students' progress toward meeting their graduation requirements;
- Report students' success stories for grant compliance and performance metrics;
- Assist and support weekly group sessions facilitated by various outside providers;
- Assist with admissions activities, e.g., interviewing applicants;
- Maintain and utilize professional social media account(s) to communicate with students/alumni and partner organizations;
- Attend department, all-staff, and other meetings, as required by the Director of Case Management.

### **Case Management Leadership**

- Believe deeply in the mission and values of YouthBuild Philadelphia;
- Exhibit positive rapport and work to develop genuine relationships with students;
- Hold high expectations for each student in the school;
- Model appropriate interpersonal skills during all interactions with students;
- Model professional behavior for students at all times;
- Develop teamwork and leadership skills of students.

### **Program Involvement**

- Participate in community service projects in keeping with the service ethic of the School;
- Support the overall climate and culture of the School, including but not limited to, the utilization of restorative practices for disciplining students, support of leadership development, participation in events, and visits to worksites/internships, as appropriate;
- Support fundraising and related development efforts for the School.

### **Professional Development**

- Research, utilize, and maintain best practices, as well as knowledge of trends, related to out-of-school youth, case management, adjudicated youth, and partnership development;

- Continue to develop professional skills through active participation in trainings and professional development activities offered at the School, community workshops, and professional conferences;
- Maintain knowledge of social trends and interventions related to urban and adjudicated youth.

Other duties as assigned by the Director of Case Management.

### **Qualifications**

YouthBuild Philadelphia Charter School requires the following qualifications for this position:

- Bachelor's degree from an accredited college or university (Master's degree preferred);
- Act 24, 34, 114 and 151 criminal background clearances;
- Three to five years' experience in case management, utilizing appropriate principles and techniques;
- Extensive knowledge of local services, supports and community resources available to adjudicated youth;
- Ability to operate in a fast-paced, highly flexible work—often highly intense—work environment;
- Knowledge and experience in partnership development with community agencies;
- Ability to travel to locations, organizations, or events in the City of Philadelphia and surrounding counties;
- Creativity in developing strategies that lead to students' success;
- Excellent counseling skills;
- Detail-oriented, with strong organizational skills;
- Proficiency in Microsoft Word, Excel and PowerPoint;
- Strong communication skills and ability to present information within expertise to large groups;
- High level of professionalism and customer service skills;
- Experience working in a team setting;
- Respect for the intelligence and experiences of young adults;
- Strong commitment to helping young adults succeed in reorienting their lives, nurturing their leadership skills, and enabling them to make a difference in their community.

### **How to Apply**

Please submit a cover letter and resume via email to Priscilla Tennant at [careers@youthbuildphilly.org](mailto:careers@youthbuildphilly.org) with the words "Case Manager" in the subject line. Only cover letters that include salary requirements will be reviewed.

**All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.**