



CHARTER SCHOOL

YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
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Director of Case Management

YouthBuild Philadelphia Charter School

Philadelphia, Pennsylvania

ORGANIZATION OVERVIEW | YouthBuild Philly is a life-changing two year program for young adults between the ages of 18 and 21 who have dropped out of high school serving approximately 450 young people per year, half as students and half as alumni. In the first year of the program, students engage in competency-based academics, vocational training in either building trades, business/customer service, early childhood education and healthcare, as well as serve as part-time AmeriCorps members. In the second year of the program, alumni receive support to pursue their postsecondary goals in careers, college, and training. YouthBuild Philly is an award winning, flagship program of the national YouthBuild movement, and has been named a Top Workplace by the Philadelphia Inquirer for six consecutive years. The program's core values are excellence, perseverance and respect. 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.

JOB DESCRIPTION

Leadership – Develop a positive culture to promote continuous student growth and staff development. Articulate and model a clear vision of the school's culture that involves students, families and staff. Develop department programming and activities that provide effective case management services for students with the goal of reducing barriers that prevent them from attending school everyday.

Results Orientation – Develop and communicate a department vision, setting department objectives and follow through to achieve results. Support the development and monitoring of department scorecards.

Perspective – Monitor trends affecting the organization, encourage staff input, accurately differentiate between important and unimportant issues. Lead department meetings and, when applicable, all-staff conversations.

Support – Build trust and inspire staff to overcome challenges. Intervene in group work to promote school efficiency. Address concerns to prevent conflict or decrease motivation. Lead department initiatives including: Action planning - student goal setting program; graduation pathway support



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(GPS) - group community building structure; student need-based grants; student leave and re-engagement process; Crisis Management - support de-escalating student crises.

Ensure that department staff are active, contributing members of GPS team in meetings, GPS Advisory, and Graduation Pathways activities, and they work between meetings to be prepared to provide updates and manage GPS role(s).

Ensure that department staff are active members of our school community by greeting students and staff, addressing issues in common spaces, engaging in village meeting, and attending community building events.

Ensure that department staff build meaningful relationships with their mentees through consistent outreach and contact including phone calls, texts, actions plans with follow-up, and other activities, and for post-program mentees they know year 1 & 2 progress, career interests, and life outside of YouthBuild - guide and support them in their efforts.

Ensure that department staff submit paperwork accurately and on-time, and are present and engaged in school meetings and professional development.

Collaboration – Facilitate opportunities to strengthen programming through school and community partnerships. Chair the school's student assistance program (SAP Team), manage the referrals and monitor the interventions to satisfactory conclusions. Support the admissions process for new students. Serve as part of School's culture team supporting restorative practices.

Communication – Use effective communication to build commitment for and the establishment of department goals. Participate with the school's program team in decision-making and planning process.

Diversity – Build an empowering environment to support diverse staff

Resources and Operations – Ensure processes and systems are in place that result in well-organized work routines

Resource Management – Leverage staff and financial resources. Develop systems for connecting students in need to appropriate school and city resources. Complete administrative functions including authorizing timesheets, approving personal and sick time requests, and approving check requests.

Grant Management – Compile and manage grant mandates. Ensure organizational compliance with relevant guidelines, mandates and reporting responsibilities, including the SAP-reporting requirements on the Safe Schools website and arranging for and recording the results of the students' annual health screens (vision and growth).

Time Management – Schedule individual and department time that influences school performance



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Teaching and Learning

Development – Support behavior skill-based curriculum and programming.

Implementation – Support the implementation of department programming.

Improvement – Modify programming to increase effectiveness

Performance Management – Communication between a supervisor and employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization.

Oversee five student success managers and four counselling interns.

Expectations – Through established annual goals, staff have clear performance expectations aligned with school mission

Observation – Conduct formal and informal observations

Supervision – Conduct supervision meetings providing individualized actionable feedback and utilize work plans to provide direction

Professional Development – Provide professional learning and leadership opportunities and coaching

Evaluation – Conduct rigorous evaluations to measure progress toward achieving established goals

Hiring and Retention – Hire and retain effective staff

QUALIFICATIONS

YBPCS would prefer the following qualifications for this position:

- Master's degree in Clinical Social Work or similar field
- 3 to 5 years of social service management experience
- Act 34, 114 and 151 criminal background clearances
- Strong commitment to helping young adults succeed, reorient their lives, nurture their leadership skills and make a difference in their community

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.

HOW TO APPLY:

Please submit a cover letter and resume via email to Priscilla Tennant, Human Resources Director at careers@youthbuildphilly.org with the words "Case Management Director" in the subject line.

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www.youthbuildphilly.org