

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Case Manager (Evenings and Saturdays)

Department: Adult Education

Reports to: Program Director

Hours: Part-time; 19 hours or less per week

Position Summary:

The Case Manager will collaborate with the evening and Saturday instructors to support students and make referrals to ensure students success in the completion of the program. The Case Manager will work under the supervision of the Program Director and will collaborate with other Adult Education teachers and partner programs. The Case Manager will report directly to the Director of Adult Education.

Responsibilities:

- Assist in the outreach and recruitment of students.
- Oversee the completion and submission of student in-take forms
- Create and maintain student files.
- Assist in the administration of pre- and post-tests for students who enroll in the program.
- Provide one-on-one counseling to students by meeting with each student on a regular basis, and maintaining documentation of these meetings and follow-ups.
- Make referrals through various partnerships to meet student needs, as needed.
- Maintain files with appropriate student forms and documentation to meet contract guidelines and requirements.
- Attend staff meetings and staff development.
- Complete follow up of students to measure their progress and confirm desired outcomes.
- Additional duties as assigned by supervisor.

Qualifications:

- Associate's Degree in related field and two years experience as a Case Manager or Student Counselor/Advisor.
- Experience working with urban adults and immigrants.
- Bilingual (English/Spanish) a plus.
- Excellent interpersonal, communication, organizational, verbal, and written skills.
- Punctual and excellent with details and following-up.

- Good computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.

To Apply:

Please send cover letter, resume, salary requirements, and references to:

jobs@unionsettlement.org.

Please indicate Case Manager in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER