

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: Hub Youth Advocate Case Manager
Department: Youth Services
Reports to: Hub Regional Director
Hours: Full-Time (35 hours/week)
FLSA: Non-Exempt

Position Summary:

The Hub Youth Advocate Case Manager will be responsible for providing comprehensive case management services including engagement, advocacy, referrals and tracking of participants ages 10 to 24 within the East Harlem Youth Opportunity Hub Program. The Youth Advocate Case Manager will be expected to collaborate with Union Settlement program staff, provider partners, participants and their families to ensure successful access and navigation of Hub participants on assigned caseload annually through Hub.

Responsibilities:

- Provide support to families to ensure access to community resources (behavioral counseling, support groups, clinical services,).
- Attend, engage, monitor and advocate for youth at school conferences, judicial settings, and any meeting necessary for the success of the participant.
- Work in partnership with the Hub Team to maintain a safe and reality-based transition plan for youth in Hub program and partnerships.
- Discuss challenges and progress with parent/child and Hub team on a case by case basis.
- Conduct family engagement activity weekly or as needed.
- Monitor and supports youth as they pursue their educational/vocational and employment goals.
- Provide in-person and/or on- phone emergency crisis intervention support for assigned youth.
- Continue to work with youth to follow EHYOH service plan goals during program participation.
- Attend court proceedings with youth and assist in whatever support is needed for court.
- Enter Case Management content such as face-to-face contacts with youth and families, team meeting notes, visitation, and other information into Salesforce.
- Provide intervention and social emotional support to participants and their families as needed.

- Conduct preventative workshops to ensure participants have the tools to prevent and/or reduce risky behavior.
- Attend team meetings for program updates, progress and Hub / agency related matters.
- Attend Monthly Partner Provider meetings as needed.
- Additional duties as assigned by Hub Program Director, Hub Assistant Director, Assistant Director of Youth Services, Director of Youth Services and Associate Director of Prevention/Intervention Programs for Youth.

Qualifications:

- Preferred: Bachelor's Degree in Criminal Justice or related field and 2-3 years of direct experience in workshop facilitation, case management and or working with high risk and disconnected youth. At minimum, some college credits in related field and 5 years of successful demonstration of working with high-risk youth and adolescents.
- Bilingual preferred.
- Strong written, verbal, clerical organization and problem solving skills.
- The ability to perform at a high level.
- Demonstrate the ability to engage, manage and work with a variety of personalities.
- Ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment and population without becoming overwhelmed or making rash decisions.

To Apply:

Please send Cover Letter, Resume and 3 Professional References to:

youngadultservicescareers@unionsettlement.org.

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

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER