

Arnett House Case Manager

Job details

Salary
\$15 - \$19 an hour
Job Type
Full-time

Qualifications

- clear driving: 5 years (Required)
- Driver's License (Required)
- Bachelor's (Preferred)
- Case Management: 2 years (Preferred)

Full Job Description

OVERVIEW:

This position will serve youth and young adults at Arnett House, The Center's independent living program which focuses on LGBTQ and trafficked youth. The Arnett House Case Manager will be assigned clients from both the residential and non-residential tracks of the Arnett program and will provide intensive, basic, and independent living skills assessment, training, supervision, referrals and support, as needed. This position will be part of the house staffing coverage, as well as assist trafficked and LGBTQ youth in crisis intervention, problem solving, action planning and skill building in order to address immediate life and safety issues, reducing the risk of continued sexual exploitation and abuse. This Case Manager position will work "non-traditional" hours and may be required to work several evenings per week and some weekends. This is a full-time position.

Hours are: Sunday 8a-4p, Monday 10a-6p, Tuesday 8a-4p, Wednesday 9a - 5p, Thursday 11a - 7p

ESSENTIAL FUNCTIONS AND EXAMPLE OF DUTIES:

- Crisis intervention, case management & youth advocacy
- Individual counseling
- Milieu management and assisting residents in daily life skills
- Community outreach to youth-serving agencies

- Maintain client confidentiality, consistent with Center policies
- Referral readiness and referral services
- Assessment and intake of youth in need
- Case management
- Able to work flexible hours, including some nights and weekends
- Accurate and timely case and program record keeping
- Representation of the agency on community committees, coalitions, etc., as assigned
- Understand and promote strength-based service delivery (youth leadership, asset development)
- Familiar with independent living skills curricula, philosophy and teaching approaches
- Familiar with the homeless/runaway youth service system and community resources
- Effectively manage time to meet responsibilities
- Engage youth to offer services and referrals
- Participation in supervision, staff meetings and trainings
- Transportation of Clients, when required and consistent with agency policies
- Other duties as assigned

EMPLOYMENT GUIDELINES

Candidate must:

- Adhere to ethical conduct
- Demonstrate professionalism i.e., timely, dependable, responsible, flexible
- Be non-judgmental and respectful
- Model principles of inclusion and tolerance
- Be youth centered and positive

- Be family friendly
- Establish effective working relationships with supervisor and co-workers /
- Develop positive relationships with all key stakeholders
- Have strong literacy skills (i.e., reading, writing, comprehension)
- Have excellent communication skills (verbal and written)
- Conduct research and apply best-practices and evaluation methods
- Effectively promote knowledge and skill development and positive behaviors
- Provide leadership and/or work independently as requested

Candidate must possess significant knowledge of -

- adolescent development including: positive youth development, asset development, risk reduction and protective factors
- youth serving systems
- community resources
- client advocacy

CULTURAL SENSITIVITY

The Center delivers services to youth and families from many racial, ethnic, cultural, social and life style groups. We value differences in people and strive to understand diverse cultures, ethnic origins, sexual orientations, abilities and beliefs. To this end, all staff are required to attend professional development trainings and to continually enhance their understanding of cultural diversity.

Staff are expected to respect and honor cultural and human diversity. The annual *Performance Appraisal* provides an opportunity for staff to evaluate how they are integrating culturally competent practices into their everyday work.

QUALIFICATIONS

A minimum of a Bachelor's degree in human services, education or a related field; and (2) two years of experience with navigating systems and crisis case management, or an equivalent combination of education, employment and life experience. A Master's degree is preferred.

In addition to the above, it is *mandatory* that *candidates meet the following criteria prior to hire*:

- Completion of State Central Registry Clearance form*
- Authorization for agency to complete criminal background check
- Authorization for the agency to obtain driving record information
- Proof of a satisfactory physical exam within the last 12 months including a PPD and *annually* thereafter.
- Completion of fingerprinting process and clearance via NYS Education Department
- A valid driver's license
- Regular access to a motor vehicle
- Automobile insurance at the level of \$100,000 per person/\$300,000 per accident Bodily Injury and \$50,000 Property Damage
- Access to a telephone

***Note:** *It is also mandatory that new employees be cleared by the NYS Central Register prior to unsupervised interaction with clients.*

PHYSICAL REQUIREMENTS

Candidates must be able to be autonomously mobile in order to provide the required services.

COMPUTER SKILLS RECOMMENDED

Program - Skill Level

Microsoft Office - Advanced

Internet Explorer - Advanced

The Center for Youth provides equal opportunities for employment.

Job Type: Full-time

Pay: \$15.00 - \$19.00 per hour

Benefits:

- 401(k)
- Dental insurance

- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Education:

- Bachelor's (Preferred)

Experience:

- Case Management: 2 years (Preferred)
- working with LGBTQ+ youth: 2 years (Required)
- clear driving: 5 years (Required)

License/Certification:

- Driver's License (Required)

Work Location:

- One location

Work Remotely:

- No

Safe Harbour Advocate

Job details

Salary

\$15 - \$19 an hour

Job Type

Full-time

Number of hires for this role

1

Qualifications

- driving: 5 years (Required)
- Driver's License (Required)
- Bachelor's (Preferred)

Full Job Description

The Monroe County Safe Harbour Advocate provides intensive case management and advocacy for commercially sexually exploited (CSE) youth in order to access services, including medical, mental health, financial, emergency shelter and other basic living and safety needs. This position will assist CSE youth in crisis intervention, problem solving, action planning and skill building in order to address immediate life and safety issues, reduce the risk of continued sexual exploitation and abuse. The Monroe County Safe Harbour Advocate will provide outreach to other agencies and community partners across Monroe County in order to identify CSE and coordinate immediate access to needed services and supports. Advocates will work "non-traditional" hours and may be required to work several evenings per week and some weekends.

ESSENTIAL FUNCTIONS AND EXAMPLE OF DUTIES:

- Crisis Intervention
- Case Management & youth advocacy
- Individual Counseling
- Community Outreach to youth-serving agencies
- Maintain client confidentiality, consistent with Center policies
- Referral readiness and referral services
- After-hours response, assessment and intake of youth in need
- Accurate and timely case and program record keeping
- Representation of the agency on community committees, coalitions, etc., as assigned
- Effectively manage time to meet responsibilities
- Engage youth to offer services and referrals

- Participation in supervision, staff meetings and trainings
- Transportation of Clients, when required and consistent with agency policies*
- Other duties as assigned

EMPLOYMENT GUIDELINES

Candidate must:

- Adhere to ethical conduct
- Demonstrate professionalism i.e., timely, dependable, responsible, flexible
- Be non-judgmental and respectful
- Model principles of inclusion and tolerance
- Be youth centered and positive
- Be family friendly
- Establish effective working relationships with supervisor and co-workers /
- Develop positive relationships with all key stakeholders
- Have strong literacy skills (i.e., reading, writing, comprehension)
- Have excellent communication skills (verbal and written)
- Conduct research and apply best-practices and evaluation methods
- Effectively promote knowledge and skill development and positive behaviors
- Provide leadership and/or work independently as requested

Candidate must possess significant knowledge of -

- adolescent development including: positive youth development, asset development, risk reduction and protective factors
- youth serving systems
- community resources
- client advocacy

CULTURAL SENSITIVITY

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Staff are expected to respect and honor cultural and human diversity. The annual *Performance Appraisal* provides an opportunity for staff to evaluate how they are integrating culturally competent practices into their everyday work.

QUALIFICATIONS

A minimum of a Bachelor's degree in human services, education or a related field; and (2) two years of experience with navigating systems and crisis case management, or an equivalent combination of education, employment and life experience. A Master's degree is preferred.

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- Proof of a satisfactory physical exam within the last 12 months including a PPD and *annually* thereafter.
- Completion of fingerprinting process and clearance via NYS Education Department
- A valid driver's license
- Regular access to a motor vehicle
- Automobile insurance at the level of \$100,000 per person/\$300,000 per accident Bodily Injury and \$50,000 Property Damage
- Access to a telephone

**Note: It is also mandatory that new employees be cleared by the NYS Central Register prior to unsupervised interaction with clients.*

PHYSICAL REQUIREMENTS

Candidates must be able to be autonomously mobile in order to provide the required services.

COMPUTER SKILLS RECOMMENDED

Program - Skill Level
Microsoft Office - Advanced
Internet Explorer - Advanced

The Center for Youth provides equal opportunities for employment.

Job Type: Full-time

Pay: \$15.00 - \$19.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

- Day shift

Education:

- Bachelor's (Preferred)

Experience:

- driving: 5 years (Required)
- related: 2 years (Required)

License/Certification:

- Driver's License (Required)

Work Location:

- One location

Company's website:

- <https://www.centerforyouth.net/>

Benefit Conditions:

- Only full-time employees eligible

Work Remotely:

- No

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

Rapid Rehousing Program Coordinator

Job details

Salary
\$18 - \$21 an hour
Job Type
Full-time

Qualifications

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- Bachelor's (Required)
- driving: 5 years (Required)
- Supervising Experience: 2 years (Required)
- Management: 2 years (Required)
- Driver's License (Required)

Full Job Description

OVERVIEW:

The Rapid Rehousing Coordinator oversees The Center's Rapid Rehousing Program (RRH) for Transition Age Youth (TAY). This program assists homeless TAY (ages 18 – 24) in obtaining and maintaining permanent housing. S/he supervises the RRH Specialists and the RRH Landlord and Employment Liaison to assist clients in apartment searches, working with landlords, moving into and setting up their apartments, and other activities to ensure self-sufficiency and housing stability. The RRH Coordinator is responsible for maintaining the fiscal and operational components of this HUD-funded program. This is a full-time position.

The RRH Coordinator also participates in the On-Call RHY Supervisor rotation (for 1 week, every 5 - 6 weeks). This emergency response system is intended to provide after-hours and weekend support to the Emergency Shelter and Transitional Living Program.

ESSENTIAL FUNCTIONS AND EXAMPLE OF DUTIES:

- Oversight of outreach, service delivery, utilization and efficacy including: data collection, outcome measurement, record keeping and report generation;
- Ensure program adheres to HUD funding and program requirements and regulations;
- Personnel recruitment, screening, hiring, orientation, scheduling, training and support through supervision and professional development planning;
- Networking/partnering with other youth serving agencies to coordinate the effective use of resources;
- Maintenance of appropriate therapeutic relationship, including compliance with the agency's; Code of Ethics and/or other professional code of conduct, as appropriate;
- Oversight of the development, implementation, ongoing assessment and coordination of client case management needs, services and plans;
- Client advocacy, as needed and appropriate;

- Transportation of program participants, as required and consistent with agency policies;
- Possesses sound problem solving and decision-making skills;;
- Maintains clear professional boundaries;
- Is able to lift and move furniture and household items, to assist setting up housing as needed;
- Understands and promotes strength-based service delivery (youth leadership, asset development);
- Is skilled in case management techniques and interventions;
- Is familiar with independent living skills curricula, philosophy and teaching approaches;
- Is familiar with the homeless/runaway youth service system and community resources;
- Is able to work flexible hours, including some nights and weekends;
- Participation in On-Call rotation; and other duties as assigned.

EMPLOYMENT GUIDELINES

Candidate must:

- Adhere to ethical conduct
- Demonstrate professionalism i.e., timely, dependable, responsible, flexible
- Be non-judgmental and respectful
- Model principles of inclusion and tolerance
- Be youth centered and positive
- Be family friendly
- Establish effective working relationships with supervisor and co-workers
- Develop positive relationships with all key stakeholders
- Have strong literacy skills (i.e., reading, writing, comprehension)
- Have excellent communication skills (verbal and written)
- Conduct research and apply best-practices and evaluation methods
- Effectively promote knowledge and skill development and positive behaviors
- Provide leadership and/or work independently as requested

Candidate must possess significant knowledge of:

- adolescent development including: positive youth development, asset development, risk reduction and protective factors
- youth serving systems
- community resources
- client advocacy

CULTURAL SENSITIVITY

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QUALIFICATIONS

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In addition to the above, it is *mandatory* that candidates meet the following criteria prior to hire:

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- Authorization for agency to complete criminal background check
- Authorization for the agency to obtain driving record information
- Proof of a satisfactory physical exam within the last 12 months including a PPD and *annually* thereafter.
- Completion of fingerprinting process and clearance via NYS Justice Center.
- A valid driver's license, regular access to a motor vehicle and automobile insurance at the level of \$100,000 per person/\$300,000 per accident Bodily Injury and \$50,000 Property Damage
- Access to a telephone

***Note:** It is also mandatory that new employees be cleared by the NYS Central Register prior to unsupervised interaction with clients.

PHYSICAL REQUIREMENTS

Candidates must be able to be autonomously mobile and able to physically perform requirements of the position such as lifting and moving.

COMPUTER SKILLS RECOMMENDED

Microsoft Office - Advanced

The Center provides equal opportunities for employment.

Job Type: Full-time

Pay: \$18.00 - \$21.00 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- On call

Education:

- Bachelor's (Required)

Experience:

- driving: 5 years (Required)
- Supervising Experience: 2 years (Required)
- Management: 2 years (Required)

License/Certification:

- Driver's License (Required)

Work Location:

- One location

Company's website:

- www.centerforyouth.net

Benefit Conditions:

- Waiting period may apply

Work Remotely:

- No

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place