

**DETROIT HISPANIC DEVELOPMENT CORPORATION
JOB DESCRIPTION**

POSITION TITLE: Case Manager
DEPARTMENT: Youth Department
PROGRAM: Guerrero Sagrado
DIRECTLY RESPONSIBLE TO: Young Adult Program Coordinator

General Statement of Duties: The Case Manager is provides case management, addressing barriers, trauma counseling, cognitive behavioral therapy (CBT), and mentoring, services to participants of the Guerrero Sagrado Program, utilizing a culturally appropriate, holistic approach that meet participants' needs with a "no wrong door", wraparound approach; and make referrals to other programs in the community in order to identify and alleviate any pressures, barriers or stressors that prevent participants from accomplishing their goals. Provide documentation of program activities; and report writing. Assist the Program Manager and Youth Department Director in planning and coordination of activities for the Program.

Program Summary: This program is designed to reach and engage Fifty (50) high-risk youth and young adults ages 14-24 from the Southwest Detroit community who are who are disconnected from school, employment and other supportive systems, and at high-risk for involvement in violence and other negative behaviors. The youth will participate in individual and group activities that provide them with the support needed to overcome trauma and issues related to family and personal problems, and create a safety net of support and wrap around services. The program will include two years of comprehensive, individually-tailored programming for each participant, followed by a third year of leadership development where the participants will mentor a new cohort of fifty (50) participants. Each program year will conclude with a rite of passage ceremony to acknowledge those young people that have achieved their goals for the year. Programming will consist of the following core components: case management, addressing barriers, trauma counseling, employment training, cognitive behavioral therapy (CBT), mentoring, financial literacy, and transitional job placement. Services will be culturally and linguistically appropriate for the diverse population in SW Detroit, as well as incorporate gender-specific approaches.

Qualifications: The Case Manager will have a minimum of a Bachelor's Degree in Human Service, and 3 years of experience working with high risk populations, conducting outreach and networking with parole officers, law enforcement, schools, businesses and other community organizations; ability to work with high risk youth.

Related Knowledge, Skills, and Abilities: Provisions of services to high-risk and hard-to-serve populations; preferably bilingual in Spanish and English, knowledge of the Southwest Detroit Community, and familiar with resources for referrals and support services.

Responsibilities: The Case Manager is responsible for (1) client intake, case notes and program outcomes, assessment results, educational and counseling activities (2) Assist in coordinating schedules and activities; (3) Maintaining client sign in sheets and submitting these to Department Director; (4) Assist in tracking client progress and results; (5) Participate in case conferences and team meetings; (6) Assists in program evaluation activities and make recommendations for improvement to the Program Coordinator and Youth Director; (7) Prepare timely, agency required reports; (8) Adhering to program policies and procedures; (9) Attend related meetings and trainings. (10) Perform all other related duties as required by your immediate supervisor.

I have read and agree to uphold the above stated responsibilities.

Staff's Signature

Date

Supervisor's Signature

Date

Executive Director's Signature

Date