JOB DESCRIPTION

Job Title: CEP Case Coordinator

Reports To: Clinical Director of Youth Programs

Overview: CASES' Court Employment Program aims to help New York City's justice-involved young people, ranging in age from 16-24, gain competence, confidence, positive connections with peers and adults, build character, receive support from caring adults, contribute to their communities, and live crime-free lives. Our services are youth development centered. We operate from the belief that if young people have mutually beneficial relationships with the people and institutions of their social world, they will be on the way to a hopeful future marked by positive contributions to self, family, community, and civil society. Our approach is distinguished by individualized case management, family engagement, supportive therapeutic counseling, evidence-based programming, and group activities that build positive peer associations and contribute to community development. The objectives of this role is to ensure participants and their families receive services that are strengths-based, culturally-sensitive and adherent to the core principles of risk, need and responsivity to reduce recidivism, increase engagement in community treatment services and support participants and their families in achieving their self-identified goals.

Responsibilities:

- Assess program participants using validated assessments to inform individual treatment planning and service delivery;
- Assist participants in obtaining services in the community to support participants' access community resources;
- Refer for supportive therapy to address risk factors;
- Collaborate with other staff to provide access to entitlements;
- Link participants to treatment based on their eligibility, preferences and needs and provide escort to community services;
- Act as advocate and liaison for participants in securing access to community treatment, rehabilitation and support services;
- Complete charting using database following program standards and timelines;
- Involve family, and treatment providers in service provision;
• Provide culturally competent services in accordance with CASES policies and practice;
• Develop and maintain strategic alliances with community providers;
• Any other duties as required by the supervisor and directors.

Qualifications:

• Experience serving youth, at-risk youth, out-of-school youth, or youth involved in the justice system preferred;
• Demonstrated ability to engage and motivate youth;
• Thorough understanding of a strengths-based youth development approach to working with young people;
• Experience working with and serving families;
• Extensive knowledge of community treatment, support services, and resources;
• Highly organized and self-motivated;
• Proficient in computers;
• Fluency in Spanish preferred.

Salary: Commensurate with experience

How to apply: E-mail cover letter and resume in Word format to casesjobs@cases.org. Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

CASES is proud to be an Equal Opportunity Employer. Employment with CASES is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status. We also actively recruit individuals with prior involvement in the criminal justice system.