



Youth Navigator/Case Manager Non-Exempt, Hourly, Regular

SE Works is seeking a Youth Navigator/Case Manager for a program for youth involved in the justice system. Reporting to the Program Manager and in coordination with other staff, the Youth Navigator/ Case Manager is responsible for assisting justice involved youth in determining short and long-term goals, providing ongoing career development, education and employment services, and connecting them to community supports to enable them to succeed in reaching their goals. The Youth Navigator/Case Manager is responsible for stabilization, referral to community resources, assistance with DHS and OHP, securing ID, housing assistance and job and training referrals. The Youth Navigator/Case Manager will identify employers for work experience placements, job placement and navigation to educational options.

\$20.00 hourly, full benefits, generous leave policy

To be considered for the first round of virtual interviews, please respond by 5:00 PM, Friday August 21, 2020 to HR@SEWorks.org

No phone calls, emails to SEW personnel or in-person deliveries.

This posting will remain open until filled.

Include:

1. Cover Letter must include answers to these questions:
 - ✓ What experience do you have with the young adult population described in this announcement?
 - ✓ Describe your work entering and managing participant data in a case management system. Specify the system(s) used.
 - ✓ Describe your experience leading and mentoring high-risk young adults
 - ✓ Please describe your experience with providing workforce development services.

2. Resume

Essential Functions:

- Provide navigation and case management services to youth age 18-24.
- Assist youth in developing career plans that include short and long-term education, training, employment and life goals.
- Assess youth's interest, skills, abilities, education, training, employment, personal background and motivation for participation in the NextSteps Program.
- Enter all case notes and services in the data system daily.
- Refer youth to WorkSource, community partners and other organizations such as housing, drug and alcohol, mental health and other services based on individual needs as appropriate.
- Work with Probation Officers to link supervision planning through DCJ.
- Develop effective rapport and trusting relationships with program youth.
- Engage youth in education, training, and employment services.
- Expose youth to positive, prosocial experiences to build work readiness skills.
- Provides job readiness and job placement and subsidized work experience placements.
- Job development with local employers and follow up with youth and employers who are in on the job placements to ensure success.

- Provide support services such as bus tickets, bus passes and clothing to assist youth to participate successfully in education and employment activities.
- Assist youth to problem-solve issues related to positive program participation.
- Work as part of a multi-disciplinary team to ensure youth goals are met.
- Participate in weekly Operations Team meetings.

Required Education and Experience:

- BA / AA or, an equivalent combination of work experience, “lived experience” and education.
- Recent direct experience working with youth ages 18-24.
- **Experienced with data systems**
- Demonstrated ability to establish and maintain effective relationships with people with diverse backgrounds and abilities, perspectives, experiences and lifestyles.
- At least 2 years in workforce development, knowledge of community resources, training and education providers. Prior experience and proven record with job development and placement.
- Excellent interpersonal communication, written and verbal communication skills, **attention to detail and accuracy.**
- Experience working with multi-barriered youth and young adults, including youth with justice involvement.
- Ability to inspire, engage and provide ongoing support to young adults from the community.
- Detail-oriented, critical thinker and ability to prioritize tasks.
- Independent, self-motivated, creative and resourceful.
- Strong planning, time management and organizational skills; ability to work under pressure and deadlines.
- Skilled in problem solving and decision-making.
- Ability to speak, read and write at levels sufficient to fulfill the duties assigned..
- Ability to act independently and to maintain excellent professional and confidential relationships with students, community partners and employers.
- Ability to pass a background check. -SE Works is a second chance employer
- Must have a car for post COVID work. .

Preferred Qualifications:

- Knowledge of justice system
- Knowledge of computers, software, and data systems, including Microsoft Office Suite
- Familiarity with class and cultural issues.
- Knowledge of area education and training providers, human service agencies, and community groups.

Job Conditions:

- Work from home during COVID pandemic.

SE Works offers a competitive salary, 100% paid health benefits, long and short-term disability, a retirement plan, and paid time off, among other excellent benefits.

SE Works is an equal opportunity employer. SE Works does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, political affiliation, or any other basis prohibited by law. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 503-772-2332.