



Title: YouthBuild Case Manager
Reports to: YouthBuild Manager
Classification: Regular, Full Time, Non-exempt

Job Purpose: The YouthBuild Case Manager is responsible for providing assessment, support, case management and training for YouthBuild participants. This position will also assist with job placements during post programming year.

Essential Functions:

- Recruit participants at partner schools and agencies, receive and review applications and interview applicants
- Create and maintain relationships with partnering schools to keep YouthBuild staff updated on educational progress, track participant attendance, work with participants when ongoing attendance issues arise
- Provide ongoing support, assistance and motivation to YouthBuild students and staff
- Complete all required paperwork for YouthBuild students, maintain participant files and complete required data entry and assist in generating reports as needed
- Develop and facilitate employment skills and character trainings, homework help sessions, and group activities
- Other duties as assigned

Required Qualifications

- Bachelor's degree in Social Work, Psychology, or a related field from an accredited college or university with 0-1 years related work experience **OR** Associates degree in a related Human Services Field with 1-2 years of related work experience **OR** 4 years of relevant work experience
- Personal vehicle, valid driver's license, and a good driving record as determined by our insurance provider.
- Ability to pass a criminal background and motor vehicle check.

Skills:

- Ability to build relationships with people from different backgrounds, with different communication and personality styles.
- Ability to communicate effectively in writing and in-person with individuals from diverse backgrounds and from different agencies
- Problem-solving ability
 - Both in the work that you do
 - Help participants work through problems
- Ability to work as part of a larger team to complete a variety of tasks
- Feel comfortable speaking in front of groups, particularly in a training environment
- Self-directed
- Proficient in Microsoft Word, Excel, Access, PowerPoint and Office.

To apply, please fill out the online application at <https://www.surveymonkey.com/r/2017JobApp>.

Tree Trust is an Equal Opportunity Employer.