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**Title:** Youth & Young Adult Services Case Manager  
**Reports To:** YYAS Manager  
**Classification:** Regular, Full Time, Non-Exempt

**Job Purpose:** Assist youth and young adults with barriers to employment and education in achieving their goals by providing case management, training, placement and career navigation services.

**Essential Functions:**

1. Assess participant needs and establish goals with participants. May be required to administer tests to some participants.
2. Track participant progress toward goals, maintain participant files and update Workforce One database.
3. Facilitate Employment Readiness Trainings and workshops for participants at Tree Trust and community partner sites. Trainings and workshops will be related to career exploration, job seeking, post-secondary education and other employment readiness skills.
4. Maintain and document regular contact with program participants and assist with progress toward goals.
5. Provide routine follow-up to participants and document for one full year after participants have exited the program.
6. Assist participants with job search, applications, resume preparation, and job placement as appropriate.
7. Assist participants with researching career pathways and education options as appropriate.
8. Develop internship opportunities for participants.
9. Plan and facilitate participant recognition events.
10. Participate in weekly program meetings.
11. Work with Outreach Coordinator and other staff to recruit participants and community partners.
12. Other duties as assigned by supervisor.

**Required Qualifications:**

1. Bachelor's degree in education, social work or related field OR High School Diploma/GED and a minimum of 2 years relevant work experience
2. Previous experience, skills, or training in working with at-risk youth/young adults
3. Ability to pass a criminal background check.
4. Valid Minnesota driver's license, clean driving record, and an insured vehicle for transportation to schools, community partner sites, and transportation of clients.

**Skills Required**

5. Ability to effectively communicate with youth, parents and community members
6. Ability to motivate and aid in the professional development of young people
7. Ability to comfortably work with diverse populations.
8. Ability to take initiative
9. Ability to use conflict resolution skills effectively
10. Proficiency in Microsoft Office and web based applications.
11. Experience in development and delivery of training materials and group presentations preferred

**To apply, please complete and submit the application at <https://www.surveymonkey.com/r/NWMHYSN>**

**Tree Trust is an Equal Opportunity Employer.**