



URBAN LEAGUE OF BROWARD COUNTY Job Vacancy Posting

Position Description

Title: Case Manager (Full Time, Part Time or Temporary)
Supervisor: Program Coordinator
Division/Team: Education & Community Justice
Revision Date: August 1, 2019

Purpose of Position

A **Case Manager** is responsible for program management which includes implementing program goals and objectives. The Case Manager conducts assessment, advocacy, counseling, training and interagency collaboration to ensure effective and efficient delivery of services to clients.

Essentials and Job Responsibilities

- Organizes and implements creative, innovative programming on a daily basis that results in positive achievements for participant.
- Provides a variety of services including assessments, orientations, and/or career counseling to eligible participants.
- Generates service plans, conducts case management and follow-up services on participants, as required by contract.
- Maintains accurate and complete files for program participants as related to services and activities.
- Meets all performance standards and requirements for program contracts/grants or Urban League of Broward County.
- Informs participants and families of support and referral services.
- Serves on interview panels to make hiring recommendations of employment candidates.
- With collaboration, determines and approves operating plans, policies and procedures within youth case management division
- May manage or supervise indirect employees.
- In the supervisor's absence, will serve as delegated supervisor overseeing project management and associates.
- Submits timely and accurate reports and data related to program and participants.
- Actively participates in Urban League of Broward County's special event committees and projects.
- Advises immediate supervisor or needs, trends and issues within area of responsibility and recommend activities to address them.
- Serves as a liaison and contact person with other agencies to ensure coordinated and comprehensive delivery of services to participants.
- Utilizes high level education, certifications and knowledge to support the specialized needs of the program.
- Develops and disseminates information to groups and individuals to promote increased awareness of the Urban League and its programs.
- Perform other related duties as assigned.

Education/Experience and Requirements

- Bachelor's Degree required in the field of counseling, social work, education or related human service field.
- At minimum, 2 years of direct service case management experience, preferred
- Detailed knowledge and experience in case management and documentation.
- Ability to work some evenings and weekends
- Ability to express ideas clearly in both written and oral communications.
- Proficient in time management to fulfill all tasks in a timely manner adhering to program guidelines and supervisory expectations
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities
- Must be computer literate with familiarity utilizing client management systems
- Must have outstanding organizational skills
- Must have excellent presentation skills.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Positive and team-oriented attitude

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass drug screening a Level 2 background fingerprinting.

**Submit Cover Letter and Resume to:
HIRING@ULBCFL.ORG**

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER