



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Title: Case Manager

Classification: Non-Exempt (Hourly) Full-Time

Work Week: Tuesday - Saturday

Program: College Tour

Department: Education

Supervisor: Program Coordinator

Purpose of Position

The **Case Manager** prepares teens (grades 10-12) for college or vocational schools by providing SAT/ACT prep classes, homework assistance, college application assistance, college tours, community service, and life skills.

Essentials and Job Responsibilities (Abbreviated)

- ❖ Actively recruits and retains program participants.
- ❖ Meets with students and school staff, counsels students, records progress notes, and maintains participant files.
- ❖ Organizes and implements creative, innovative programming daily that results in positive achievements for participants.
- ❖ Provides orientation and career counseling to eligible participants in programs.
- ❖ Generates service plans, conducts case management and follow-up services on participants, as required by contract.
- ❖ Informs participants and families of support and referral services.
- ❖ Submits timely and accurate reports and data related to program and participants.
- ❖ Serves as a liaison and contact person with other agencies to ensure coordinated and comprehensive delivery of services to participants.
- ❖ Collaborates with groups and individuals to promote increased awareness of the Urban League and its programs.
- ❖ Perform other related duties as assigned.

Job Specification and Requirements

- ❖ Bachelor's Degree preferred in the field of counseling, social work, education, or a combination of an Associate's Degree and 2 years of direct service case management experience.
- ❖ Ability to work evenings and weekends as business needs require.
- ❖ Ability to express ideas clearly in both written and oral communications.
- ❖ Proficient in time management while adhering to program guidelines and supervisory expectations.
- ❖ Ability to work effectively with people of all ages and diverse backgrounds, skills, and abilities.
- ❖ Must be computer literate with familiarity utilizing client management systems and Microsoft 365.
- ❖ 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 and Level 2 background fingerprinting.

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Submit Cover Letter and Resume to:

email: hiring@ulbcfl.org