



## URBAN LEAGUE OF BROWARD COUNTY Job Vacancy Posting

**Title:** Case Manager  
**Supervisor:** Program Coordinator  
**Division/Team:** Community Justice/New DAY  
**Work schedule:** 9:00a – 6:30p Monday - Friday  
**Revision Date:** February 2024

**Project New DAY** is designed for first-time juvenile offenders by providing alternatives to traditional criminal justice processes. Project New DAY is centered on the restorative justice model where offenders and victims meet face-to-face to discuss the events that transpired. One primary goal is to provide victims, offenders, parents, facilitators and community members with understanding and closure.

### Essentials and Job Responsibilities (abbreviated)

- Proactively enroll and retains program participants from the State Attorney's Office.
- Provides orientation and career counseling to eligible participants in employment programs.
- 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.
- Organizes and implements creative, innovative programming daily that results in positive achievements for participants.
- 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.
- Submits timely and accurate reports and data related to program and participants.
- In the supervisor's absence, will serve as delegated supervisor overseeing project management and associated employees.
- Advises immediate supervisor or needs, trends and issues within area of responsibility and recommends activities to address them.
- Serves as a liaison and contact person with other agencies to ensure coordinated and comprehensive delivery of services to participants.
- 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 preferred of direct service case management experience,
- Detailed knowledge and experience in case management and documentation.
- Available to work some evenings and weekends when necessary.
- 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](mailto:HIRING@ULBCFL.ORG)**

**THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**