



URBAN LEAGUE OF BROWARD COUNTY Job Vacancy Posting

Title: Success Coach/Case Manager (FT, PT and Temp)
Department/Division: Programs/Education
Team: ABLE/Youth Force
Supervisor: Division Manager or Program Coordinator
Revision Date: July 2022

MUST HAVE: Job related experience which includes case management, case noting/documentation, file management, individual and group counseling; program planning; and middle school youth engagement.

Asset Building Leads to Excellence (ABLE) Program is designed to increase positive decision making in middle school students in an effort to reduce risk factors associated with substance abuse, teen pregnancy, delinquency and school failure. Youth are provided with after school tutoring, homework assistance, physical fitness, life skills, cultural and leadership activities as well as non- school day activities. Parenting skills workshops and family bonding activities are also facilitated.

Essentials and Job Responsibilities

- ❖ Actively recruits and retains program participants.
- ❖ Overall responsibility for business subsection caseload of youth case management division.
- ❖ Independent decision making with youth case management oversight.
- ❖ Organizes and implements creative, innovative programming on a daily basis that results in positive achievements for participant.
- ❖ 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.
- ❖ 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.
- ❖ With collaboration, determines and approves operating plans, policies and procedures within youth case management division
- ❖ Manages or supervises up to three direct or indirect employees.
- ❖ In the supervisor's absence, will serve as delegated supervisor overseeing project management and associated employees'.

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- ❖ 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.

Job Specification 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.
- ❖ 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](mailto: hiring@ulbcfl.org)

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