



URBAN LEAGUE OF BROWARD COUNTY Job Vacancy Posting

Title: Case Manager, (On Site)

Supervisor: Program Coordinator

Division/Team: Community Justice/New Diversion Alternative for Youth (New DAY)

Work Schedule: 9:30a – 6:30p Monday - Friday

Revision Date: May 2024

New Diversion Alternative for Youth (New DAY) is designed for first-time juvenile offenders by providing alternatives to traditional criminal justice processes. New DAY is centered on the restorative justice model where offenders and victims meet face-to-face to discuss the events that transpired. The New DAY program reduces recidivism by providing victims, offenders, parents, facilitators and community members with understanding and closure.

Essentials and Job Responsibilities (abbreviated)

- Proactively engages and retains program participants referred by local government agencies such as the State Attorney's Office.
- 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.
- 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 criminal justice, 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 evenings and weekends as business needs warrant.
- 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 and Level 2 background fingerprinting.

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

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER