

1. Prosperity Social & Community Development Group, Inc

Case Manager

**Position:** Case Manager

**Reports to:** Program Director

**Purpose:** Providing comprehensive assessments for individual clients and facilitating group sessions for youth.

**Status:** Full time position. Monday to Friday 9AM – 6PM

**Job Description**

Prosperity Social & Community Development Group, Inc (PSCDG) is a non-profit organization that provides services to the underserved residents of Miami-Dade County, PSCDG’s mission is to provide meaningful opportunities that will stimulate and revitalize social and economic development in underserved communities throughout Miami-Dade County, working with individuals marginalized in our society, including minority groups, immigrants, women, teen-girls, the homeless and ex-offenders.

The Case Manager will play a key role in providing comprehensive assessments for individual clients and facilitating group sessions for youth participating in the Needing Opportunity to Win (N.O.W.) Project program. The N.O.W. Project serves to provide youth in grades 9-12 with career and college readiness through job training and employment placement services.

**Responsibilities**

* Admit five (5) new clients weekly, by reviewing referrals and applications and conducting orientations.
* Evaluate clients and develop an action plan for services to be provided, including referrals for psycho-social and psychiatric evaluations.
* Monitor cases (weekly) by verifying clients’ attendance; observing and evaluating treatments and responses; advocating for needed services and entitlements; obtaining additional resources; intervening in crisis; providing personal support.
* Communicate clients’ progress by conducting weekly interdisciplinary meetings and evaluations; disseminating results and obstacles to therapeutic team and family; identifying treatment influences.
* Establishes treatment programs by setting schedules and routines; coordinating services being provided; arranging resources, including transportation and escort.
* Maintains up-to-date records of notes and client progress (weekly, every Friday).
* Facilitate weekly engaging group meetings and maintain classroom management.
* Serve as the representative of the organization within schools, building rapport with school representatives and clients.

**Qualifications**

* Bachelor’s degree in Social Work and related field
* Minimum of one year experience working with a social services agency or related field
* Must be able to pass a background and fingerprinting check
* Bilingual in Creole and/or Spanish preferred

**Required Abilities / Physical Requirements**

* Independent project management skills
* Strong verbal and written communication skills
* Must have reliable transportation

**Status**

* Full Time

**Work Schedule**

* 40-hours a week (Monday through Friday 9:00AM – 6:00PM)