**Job Posting**

**Job Title:** Case Manager

**Department:** School Age Child Care

**Reports to:** Director of School Age Child Care Program

**Overview:** The Case Manager will work with Massachusetts Department of Children and Families (DCF) to connect girls to Girls Inc. programming and community-based program and services. The Case Manager will work with elementary school girls to identify strengths, needs, and goals through a comprehensive systems approach, targeting family, school, and community-based support systems.

**Status:** Full Time (40 hours per week) Nonexempt

**Responsibilities:**

* Work collaboratively with Girls Inc. staff to provide a safe, secure, pro-girl environment.
* Uphold and enforce Center rules and safety regulations.
* Manage a caseload of 11-15 elementary school girls and encourage them to participate in Girls Inc. programming.
* Conduct intake and follow up meetings with families involved with the Department of Children & Families.
* Meet and communicate regularly with the girls, their social workers, and parents.
* Maintain children’s files, keeping them up to date, organized with all the required documents.
* Keep abreast with required documentation and policies for Massachusetts Early Education and Care (EEC) and DCF.
* Counsel children when necessary; promote positive thinking, self-esteem, confidence, and empathy.
* Participate as a member of the School Age Program team to assess needs of girls and greater community, and how Girls Inc. is/could be meeting such needs.
* Assist girls ages 5-13 with their homework daily; teaching math, science, ELA, reading.
* Manage database entry, surveys, and report statistics.
* Teach enjoyable and educational program to girls 5-13.
* Plan and conduct special interest groups/classes for girls.
* Assist with program planning with other staff members.
* Keep supervisor informed of problems, concerns, needs, trends, and unusual activities.
* Maintain accurate class records.
* Participate in staff meetings as required and monthly trainings.
* Organize and maintain assigned work areas.
* Provide van transportation services for program.
* Assist with field trips and special events.
* Assist with the front desk as needed.
* All other duties as assigned.

**Qualifications:**

* Bachelor’s Degree in a related field plus at least two years direct service experience with adolescents.
* A minimum of two years case management experience.
* Ability to work well on a team and model effective leadership.
* Excellent management, organizational, and communication skills (bilingual, English/Spanish, a plus).
* Experience working with children and adults in a multicultural, urban setting.
* Ability to work in a child/adult collaborative environment.
* Knowledge of community needs and changing environmental norms around children.
* Strong computer skills and internet familiarity.
* Must have Massachusetts driver’s license for three years to meet the requirement to acquire a 7D license.
* A successful completion of a CORI, DCF, SORI, NSOR, and Fingerprint Check.

**Salary:** $22.60/hour

Please send cover letter and resume to [mamanzueta@girlsinclynn.org](mailto:mamanzueta@girlsinclynn.org). For more information, contact Maria Manzueta at 781-592-9744 x224