

Families for Literacy Case Manager

POSITION SUMMARY

Families for Literacy is a new collaborative seeking to holistically serve low income families for whom English is a second language in Jersey City. New City Kids, Saint Peter's University and Starting Points Inc. have come together as stakeholders to promote well-being and opportunity for these families by providing high quality after school programming for children and formal English language classes and vocational training for parents. The collaborative aims to empower families and equip them to flourish. The Families for Literacy Case Manager will set specific goals with each family, design and modify service plans, connect families to adequate supports and track ongoing progress towards program goals.

SCOPE AND RESPONSIBILITIES

- Register families and conduct initial intake interview.
- Design personalized service plans with each family in which the family is empowered to articulate their own goals and create action steps towards achieving their goals.
- Meet with 20 families monthly to stay updated on their progress, adjust service plan if needed and celebrate successes.
- Assist parents in increasing involvement with their child's school by serving as an advocate in setting up and attending necessary meetings, promoting parental engagement.
- Track completion towards stated goals.
- Document every case management session, act of service, and parent-teacher meeting onto the collaborative's database called Zoho.
- Make professional recommendations to families and service providers regarding how best to set each family up for successful completion of their goals.

QUALIFICATIONS

- **Experience** - 1+ years working with at risk communities.
- **Education** - Bachelor's degree in Social Work or Counseling required.
- **Communication** - Excellent verbal, written, and interpersonal communication skills.
- **Christian Commitment** – is a mature person of faith and affirms the New City Kids' statement of faith (newcitykids.org/statement-of-faith/)
- **Goal-Oriented** - Ability to set goals and work towards their completion.
- **Language Requirement** - Full command of Arabic is required.

DETAILS

- **Compensation:** \$18-\$22/hr dependent on qualifications and experience
- **Hours:** Part time (25 hours/week). Workweek will fluctuate; generally Monday-Friday, some Saturdays.
- **Starting date:** February, 2018
- **Supervisor:** Families for Literacy Director

To apply, please submit a letter of interest to Josh Echeverria at joshe@newcitykids.org