



## **CBI Case Manager Job Announcement (Project Save & GRYD Intervention Programs)**

### **Company Description**

Community Build Inc. is a non-profit organization founded in 1992 in response to the civil unrest which rocked the South L.A. community. The goal of organization is to revitalize South L.A. through human investment and commercial and economic development. We are looking for a talented individual to join our team as an HR Generalist.

### **Job Summary**

Community Build Case Managers provide holistic and comprehensive case management services to at-risk, probationary, gang involved youth, and underserved residents in the local community to facilitate client success and retention.

### **Essential Duties/Responsibilities**

#### **Case Manager Duties (Project SAVE and GRYD Intervention Programs)**

- Intake and going client assessment, goal setting, progress monitoring
- Provide career and education counseling service to clients and their families
- Monitor completion of life skills coaching and counseling, academic readiness and school progress
- Monitor follow through on referrals to measure success of program and facilitate pro-social activities in safe and productive environments
- Provide incentives and supportive services to enhance experience and retention
- Use knowledge of local resources to enhance the social network of clients and their families
- Provide timely and secure documentation and client record
- Follow established procedures to reinforce privacy, confidentiality and consent
- Work with CIWs, Program/Data Assistant, and Safe Passages Leads to facilitate Family Case Management Services, deliver supportive services, and facilitate community engagement events
- Follow all phases of case management, maintain data entry records, track client activities and progress, collect event sign-in sheets, submit community engagement activities, and monthly outcome reports to funder and supervisor;

#### **Case Managers Additional Responsibilities (GRYD Intervention Program)**

- Apply Social Embeddedness Tool (SET), data entry, into Efforts to Outcomes (ETO) on client activities and progress
- Provide incentives and supportive services to enhance experience and retention
- Conduct school visits, parent meetings, and make referrals to partners and community agencies
- Use knowledge of local resources to enhance the social network of clients and their families



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- Work with CIWs and Program/Data Assistant to facilitate Family Case Management Services, deliver Transitional Client Services

### **Education and Experience:**

- BA degree in social work, human services or other related field, unless ten (10) years of previous case management work experience
- Experience providing case managed services and/or college readiness and preparation services, employability and training services
- Experience working in a non-profit community-based organization providing similar services
- Experience working with high risk youth and adult engaged in education, sports and training
- Bilingual in English and Spanish a plus

Salary commensurate with relevant work experience.

Submit Resume to [hr@communitybuild.org](mailto:hr@communitybuild.org). No phone calls please.