

BIG BROTHERS BIG SISTERS OF SOUTH TEXAS JOB DESCRIPTION



Position: Juvenile Justice Program Case Manager

Position Summary: Create and professionally support safe, strong and enduring one to one relationships with the intent of helping the youth in our program to graduate from high school with a post graduate plan.

Primary Responsibilities:

1. Develop a thorough understanding of the **BBBS Service Delivery System** and how information collected throughout the span of a relationship relates to desired program and youth outcomes.
2. Ensure high-level expertise in applying **child safety and risk management** knowledge, policies and procedures throughout all aspects of job function.
3. Work with youth offenders age 16-24 to provide the following program components:
 - a. **Workforce Development:** Develop a Post High School/GED Plan for each youth in the program. This Plan will include tasks that relate to completing high school, obtaining internships and/or employment while still in school, post high school training or certification programs for employment after HS graduation, financial aid planning and activities related entry into college --as applicable to each youth. This plan will also include any other needs of the youth and/or his/her family such as housing, food stamps, counseling, etc. The case manager will manage the plan and ensure compliance of the youth in seeking out and completing services that require the assistance of a BBBSST program partner service provider.
 - b. **Education and Training:** Coordinate with school and higher educational institutions in order to seek out the best path for youth to graduate or get his/her GED and have a working post high school plan for college or career.
 - c. **Mentoring:** provide each youth with a Big Brother or Big Sister mentor.
 - d. **Restorative Justice:** provide opportunities for youth to engage in activities such as community service or other volunteer work.
 - e. **Community-Wide Violence Reduction:** solicit and create opportunities for youth to engage in activities that address the reduction of crime and violence in the community through city government, local Chambers of Commerce, school districts, Juvenile Justice entities and coalitions of organizations.
 - f. **Performance metrics:** Track, report and meet all program goals.
4. Perform other related duties as assigned.

Education and Experience:

- Bachelor's degree in social work or related field required; Master's preferred
- Extensive experience managing volunteers
- Demonstrable knowledge of the juvenile justice system and workforce development
- High degree of organizational skills
- Bilingual (English/Spanish) preferred
- Positive references from previous and current employers

Resumes to info@bigmentor.org