



Erie Regional Housing Development Corporation - The Belle Center
Job Description

Title: Supervision & Treatment Services Juvenile - Case Manager

Report To: Supervision & Treatment Services Juvenile - Program Coordinator

Hours: 40 hours per week /flexible to program needs

General Function:

Responsible for supervising Supervision & Treatment Services Juvenile (STSJP) program youth during program hours. The Case Manager is responsible for meeting one on one with participants and conducting and completing all intake forms, conducting pre and post assessments of each participant and conducting home visits as needed. The Case Manager will also assist with managing the daily operational functions of the (STSJP) program.

Qualifications:

1. Associates degree with four years' experience in counseling or case management of at risk youth, (or) high school diploma and six years' experience in counseling or case management of at risk youth.
2. Previous community service work experience, specifically working with and supervising young adults
3. Experience working in non-profit, social service or educational settings
4. Demonstrated desire to work with a diverse group of individuals
5. Proven ability to work as both a team member and independent leader

Specific Responsibilities:

- Complete Erie County intake form and assessments of each participant
- Conduct home visits as needed
- Mentoring and tutoring program participants
- Assist with field trips and community service projects
- Supervise youth at all times assuring that youth are safe and adhering to all rules and regulations of program
- Coach and challenge young leaders in the area of building positive relationships and developing leadership skills
- Keep open communication with social workers, parole offices and court officials

Special Requirement

1. Possession of a current NYS Driver's License, which must be presented at time of appointment and maintained during employment with reliable transportation.
2. Criminal Background Check Required

Application:

Applications will be accepted until the position is filled. Please submit a cover letter and resume to:

Attn.: Human Resources

Erie Regional Housing Development Corp. - The Belle Center

104 Maryland Street

Buffalo, NY 14201

Or

email: hr@thebellecenter.org

Erie Regional Housing Development Corp. - The Belle Center is an Equal Opportunity Employer.
Public housing and low income residents are encouraged to apply.

09/11/2017

THE BELLE CENTER-ERIE REGIONAL HOUSING DEVELOPMENT CORPORATION

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