



Position title: **Education Coordinator/Case Manager**

Reports to: Director of Services

Hours: Full-time (Hourly)

Gerard Place is seeking a motivated individual to coordinate our Education Building, including literacy and high school equivalency programs, and offer case management to students. The ideal candidate is organized, detail-oriented and flexible and able to communicate effectively. The preferred candidate is self-motivated, takes initiative and able to complete multiple projects independently.

Responsibilities:

- Coordination of Education Building including literacy and high school equivalency programs, computer lab, donation drop off and store room.
- Complete new student intake paperwork, create an Individual Learning Plan based on each student's scores, and complete pre- and post-tests.
- Submit student paperwork, test scores and daily attendance to Literacy NY to be entered into ASISTS.
- Provide brief orientation to new tutors and set up for online training.
- Attend 20 hours of ongoing education per year and maintain TABE and Best Plus certifications.
- Offer case management to students in literacy and high school equivalency programs and to clients using family support program.

Qualifications:

- Bachelor's degree in Social Work, Human Services or other related program
- Computer skills a must; proficiency in Microsoft Office, particularly Word & Excel
- TABE or Best Plus Certification a plus
- Exceptional verbal and written communication skills
- Excellent organizational and time management skills and the ability to prioritize work

Interested parties should submit their resume and cover letter to Jill Mattson at Gerard Place, 2515 Bailey Avenue, Buffalo, NY 14215 or jmattson@gerardplace.org. No phone calls, please.

Deadline to apply is June 15th, 2018.

Gerard Place is an Equal Opportunity Employer (EOE).