



## **Milagro Center - Case Manager/Program Specialist**

**Location:** Delray Beach, FL

**Job Status:** Full Time / 10:AM – 6:30 PM Monday – Friday

**Grade/Level:** Salary

**Reports to:** Sr. Director of Education, JR &Teens

**FLSA Status:** Non-Exempt

### **Description:**

This position is responsible for assessing the needs for at-risk high school students and linking them to identified services. This position will be responsible for outreach, program coordination and case management of up to 35 students. This position will act as an advocate for the participants' educational, personal development and behavioral needs.

This position will work directly with the Teen Program Director and Sr. Director of Education for Jr Teens and Teens. Employee will assess and maintain case notes for each registered student attending Milagro Teen Center, will teach and oversee Pathways to Success curriculum classes each week during afternoon hours; Youth Inspire Greatness (YIG) program liaison to the schools, community organizations and law enforcement agencies, coordinate weekly Teen Center facilitator sessions and assist with overall Teen Center operations.

### **Overall Responsibilities:**

- Manage a caseload of up to 35 students to ensure we will prevent them from entering the delinquency system.
- Identify and coordinate on-going qualified and diverse guest speakers.
- Identify, develop and oversee student internships.
- Coordinate enrichment activities for students including but not limited to; visiting the Court House, Employer Tours, Attending City Commission Meetings and College Tours.
- Provides resources to support identified participant need
- Provide individual case management sessions to help individuals identify negative behaviors and track solutions.
- Will document student progress in confidential student file, monitor students' progress via assessments and identify any services need.
- Coordinates with referral sources, involve family members and other service providers to provide the best options for participants.
- Working knowledge of community resource.
- Work collaboratively with Milagros staff members and grant partners. Attend community coalitions and task force that address Crime Prevention.

- Facilitates education groups as needed, educate participants, families, and groups through approved teaching methods, lectures, and video materials.
- Attends staff meetings and works collaboratively with other staff.
- Participate in training areas related to improvement of service delivery.
- Maintains a respectful relationship with participants, former participants, family members and peers.
- Maintains a relationship with all partnering agencies and referral sources.
- Other duties as needed and/or assigned Job Specifications
- Excellent verbal and written communication skills.
- Proficient with PCs and standard office equipment.
- Demonstrated ability to make decisions and exercise good judgment.
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to work under pressure and prioritize workload.
- Other duties as assigned.

**Qualifications:**

- Bachelors Degree
- Valid Florida Driver’s License.
- The minimum age for this position is 20 years old.
- Must embrace diversity.
- Must be computer literate in all MS programs, Adobe programs a plus.
- Must be detail oriented, enjoy working around and with teens, and must be able to work in an active, often chaotic environment.
- Candidates will complete an extensive application packet, undergo local, state and federal background clearances and provide a medical release.

**Benefits:**

Full-time position 40 hours per week – benefits provided.

Milagro Foundation, Inc. is an equal opportunity employer and is committed to the belief that each individual is entitled to an equal employment opportunity.

I have read the above description and accept the responsibilities as stated above.

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

President/CEO: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Date: \_\_\_\_\_

Milagro Foundation, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Milagro Center reserves the right to change this position description and/or assign tasks for the employee to perform, as Milagro Center may deem appropriate.

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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