



CLARETIAN ASSOCIATES

Building Community in South Chicago

Job Title: Case Manager, Community Partners for Peace Program (CP4P)

Supervised By: Program Manager for Community Partners for Peace Program (CP4P)

Supervises: Classification: Nonexempt, salaried, fulltime

Date: July, 2020

ORGANIZATION SUMMARY:

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents and organizations to provide affordable housing and related services for low-and-moderate income people, builds resident-based leadership, and serves as a catalyst in creating innovative solutions to improve the quality of life. Since 1991, Claretian Associates have built a network of relationships and activities that have affirmed our faith in the future of South Chicago.

Continuing our housing programs and wrap-around services in a targeted 12-block area, we have created a total of 137 affordable homes and apartments, and we work with other neighborhood stakeholders to undertake community development projects and services that continue to enrich the lives of the Southeast Chicago area. Recent acquisition of a 101- unit multi-use building with over 40,000 square feet of commercial space has opened even more opportunities for our growing organization.

PROGRAM SUMMARY:

Communities Partnering 4 Peace (CP4P) is a citywide collaborative of community-based agencies across Chicago working together to reduce rates of community violence. CP4P agencies and their partners are located in the neighborhoods with the highest rates of violence, and are committed to hyper-local programming, restorative justice practices, trauma-informed approaches, and principles of nonviolence. The Outreach Worker operates as a part of a Neighborhood Safety Team that includes other outreach workers, case managers, and community engagement/safe spaces staff.

ESSENTIAL FUNCTION/DUTY:

Description of Duties:

The Case Manager works with a caseload of participants to assist them in their journey towards becoming a productive, active member of the community. This is a grant funded position and this position is contingent on renewal of grant funds.

The Case Manager will:

- Work with individuals who are active in the streets as identified by the outreach workers.
- Participate actively with Outreach team and have a demonstrated interest in taking action for change.
- Perform case management functions including but is not limited to: support related to employment and education, life skills training, crisis intervention, relationship training, advocacy and support with involvement with justice system, and assessment and referrals to needed resources.

RESPONSIBILITIES/ACTIVITIES:

- Identifies and develops relationships with in risk individuals within target community
- Engages participants in interviews to assess needs and determine need for additional services and referrals

- Coordinates internal and external services being provided to participant; identifies and arranges resources
- Monitors cases by verifying participants' attendance; observing and evaluating activities and responses; advocating for needed services; identifying and connecting to additional resources; intervening in crises; and providing personal support
- Supports and teaches as necessary various job readiness workshops to individuals and groups, including: computer skills, communication, critical thinking, self-awareness, conflict mediation, financial literacy, job search and application techniques, resume and cover letter development, interview skills, etc.
- Maintains participants' records by inputting case notes, assessments, and events daily in online data system
- Communicates participants' progress by engaging in weekly interdisciplinary meetings and evaluations, disseminating results and obstacles to team and family, and identifying program influences. Prepares participants' exit strategy by reviewing goals and individualized plans, coordinating discharge and post-discharge requirements, orienting and training family members, and providing resources
- Develops partnerships with resources that will strengthen supports for participants and holds partners accountable as needed
- Case Managers are mandated reporters and are expected to work at a high level of team engagement
- This position is subject to additional responsibilities and program engagement activities as need to meet the program needs

EDUCATION AND/OR EXPERIENCE:

- BS in a Human Services field (ie: Sociology, Urban Studies, Social Work) or equivalent of 7years experience.
- At least 5 years' experience supporting and working with at-risk and street involved individuals and developing individualized plans for in-risk population ; awareness of trauma reactions
- At least 5 years' experience working with people from various ethnic, economic, and educational backgrounds both as colleagues and as clientele
- Experience developing and retaining relationships with other service provider
- No pending criminal cases;
- Candidate must have their own vehicle, valid driver's license, vehicle insurance and good driving record; and feel comfortable engaging in community based services
- Completing a drug screening and background check is required prior to being hired
- Requires mobility to work with a community-based caseload.
- Ability to maintain assigned community and home-based services.
- Ability to work effectively with diverse individuals and groups

Qualification Requirements:

- Flexible schedule - This position is fulltime and requires night and weekend hours
- High level of interpersonal skills and conflict resolution skills and ability to communicate effectively both verbally and in written form
- Crisis intervention training or knowledge
- Knowledge of Chicago and communities with histories of violence
- Proficient in Microsoft Office Suite and comfortable using computer programs to track participant engagement
- Ability and commitment to maintain high level of confidentiality
- Ability to understand and follow safety/security practices and work in high pressure situations

PHYSICAL DEMANDS:

While performing the essential duties of this job, the employee is required to sit and stand for sustained periods of time, frequently talk, hear, use hands and fingers to feel, handle and operate objects or controls, and occasionally stand, bend, stretch, stoop, kneel and crouch.

The employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing and viewing a computer terminal.

The employee may occasionally lift and/or move up to 25 pounds.

COMPENSATION:

- Salary is in the \$36,000-40,000, commensurate with experience.
- Comprehensive benefits. Paid vacation and holidays.

TO APPLY:

- Submit cover letter, resume, and salary requirement to: aprilm@claretianassociates.org
- Please write your name (Last, First) and position seeking in the subject line of your e-mail.
- Incomplete applications will not be accepted.
- Ability to start August 2020.