



## **Bronx Adolescent Skill Center**

**Title:** Case Manager

**Full Time**

**Position Objective:** Provides case management services to students attending the Bronx Adolescent Skill Center

**Reports to:** Bronx ASC Director

### **Major duties and responsibilities:**

1. Is an active team player, aiding students and staff in all programmatic areas, as needed.
2. Implements and supports a therapeutic environment by using strengths-based approach in all interactions with students, families, and staff.
3. Makes initial assessment of Adolescent Skills Center (ASC) participants within thirty (30) days of acceptance to the program and updates service plan every 90 days. Case manager is responsible for arranging that all parts of the service plan are complete and is directly responsible for the social/emotional component of the service plan.
4. Develops long and short term goals for ASC participants that are client-centered.
5. Responsible for accurate caseload entries and other assigned record keeping. **At least 1 entry for each student every 2 weeks must reflect back to student goals and service plans.**
6. Provides counseling to ASC participants and collaborates with other ASC staff members to provide therapeutic supports that will assist the student in meeting his or her goals.
7. Conducts and appropriately documents Intakes.
8. Implements creative assignments/projects/opportunities for students, both in and outside of the classroom.

### **Qualifications:**

Master's Degree in related field or BA with 3-5 years experience working with youth. Creativity and desire to innovate a plus.

**Resumes:** send to [mangulo@mhaofnyc.org](mailto:mangulo@mhaofnyc.org)