

JOB DESCRIPTION

JOB TITLE: Youth Caseworker

EXEMPT STATUS: Non-Exempt **EEO CODE:** P

JOB GRADE: 5

REPORTS TO: Youth Programs Manager

GENERAL SUMMARY:

The Youth Caseworker (RCw) operates within the Migration and Refugee Services Department. The YCw is responsible for working within the youth team to provide services for refugee and immigrant youth including, but not limited to, assisting families with school registrations, adults education assistance and referrals, and facilitating communication between parents and schools and making sure that students are connected to community resources. He/she works closely with the Case Management team in providing services to children and families. The YCw will assist in the provision of instruction during the Summer Learning Program. Additionally, the YCw will provide youth development opportunities for youth during the school year.

ESSENTIAL DUTIES AND TASKS:

1. Coordinates between JCPS, MRS staff, and clients to ensure that refugee and immigrant youth are placed in schools within two weeks of their registration dates.
2. Assist with communicating school registration appointment information.
3. Assists in orienting families to JCPS' policies, procedures and expectations including school transfer procedures.
4. Acts as a liaison between Jefferson County Public Schools and families while also assisting with services for parents and youth including, but not limited to, parent-teacher conferences, school transfers, magnet program registration, and medical appointment scheduling.
5. Refers youth and family to the appropriate community programs and resources.
6. Works alongside the Family Wellness Caseworker to provide workshops for children and parents on various school and life skills topics.
7. Conduct home visits and provide in-person case management to refugee and immigration youth and parents including, but not limited to, truancy, bullying, and mental health support.
8. Provide educational case management including, but not limited to, GED registration and college application assistance to young adults 16-25 years old
9. Instruction and support during the Summer Learning Program.
10. Works alongside the Youth Mentoring Programs Coordinator to provide opportunities for youth development through a wide range of activities in the arts, technology, athletics etc.
11. Other duties as assigned by the Youth Programs Manager

WORKING CONDITIONS:

This work is performed in an office setting with moderate noise due to computers, printers, and people moving about. Home visits with clients as well as appointments with the JCPS ESL Intake Center and individual schools will also be routine.

EFFORT:

- Ability to sit, stand, walk, and sit for extended periods of time
- Specific vision abilities include close and distant vision.
- Ability to communicate effectively verbally and in writing
- Ability to work under pressure, effectively utilize time and resources, and use sound judgment when making decisions
- Ability to travel frequently within the community utilizing personal transportation Add that mileage will be compensated?
- Ability to accurately examine and analyze information
- Significant ability to multi-task and respond to deadlines
- Ability and flexibility in working flexible hours including nights and weekends as needed

MACHINES, TOOLS, EQUIPMENT:

telephone, computer, printer, copy machine, fax machine, calculator, scanner, and shredder

EDUCATION AND EXPERIENCE:

- Minimum Bachelor's degree in Education, Social Work, or related field
- One year of relevant work experience preferred
- Fluency in Spanish, Kinyarwanda, Swahili, Dari and/or Pashto is a plus
- Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

SPECIALIZED SKILLS AND KNOWLEDGE:

- **Must have valid driver's license acceptable driving record**
- **Must possess reliable personal vehicle and be willing to use personal vehicle transporting clients (if needed) to various locations within the service area if an agency vehicle is not available**
- Due to the highly visible nature of the position, this person must function with an elevated degree of professionalism while interacting with staff and representing the agency to both clients and the community.
- Must be able to communicate well verbally and in writing with colleagues, clients, and other community agencies
- Must be able to work under pressure and handle stressful situations
- Must be able to work flexible hours including some nights and weekends as needed
- Must be proficient in PC skills including Microsoft Office and Outlook as well as working with databases
- Must be able to relate to a varied ethnic population and be able to maintain confidentiality of information
- Must demonstrate self-confidence, enthusiasm, initiative, and flexibility
- Must have Respect for all communities and a commitment to the empowerment of underserved populations
- Knowledge of local public transit system is a plus

