United Way of Southeast Louisiana

JOB DESCRIPTION

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| Position Title: **Inspired Up – Education Case Management** | |
| Reports to: Program Manager – Education & Youth Initiatives | |
| Location: 8324 Morrison Road, New Orleans, LA | Division: Community Impact |
| Classification: Non-Exempt Position | Supervises: |
| General Functions**: Inspired Up** is dedicated to empowering teens to overcome challenges both in and out of school. Our program provides the skills, support, and encouragement necessary for youth to excel academically and in their personal lives. We focus on holistic development, including entrepreneurship and technology skills, to prepare our participants for a successful future.  ***Part-Time Case Manager*** with a strong commitment to supporting teens in their personal and academic growth, particularly those facing significant challenges. The Case Manager will work closely with youth to develop and improve student attendance, behavior and course performance, social skills, provide support, and foster a positive and encouraging relationship for growth. | |

**CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

* **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
* **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
* **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
* **Results-Driven** – dedicated to shared and measurable goals for the common good, creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
* **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

**ESSENTIAL FUNCTIONS:**

The statements below reflect the items considered necessary to describe the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

1. **Case Management**: Provide one-on-one support to teens, helping them navigate academic, personal, and social challenges. Develop and implement individualized action plans.
2. **Support Services**: Connect youth with appropriate resources, including academic tutoring, mental health support, and extracurricular activities.
3. **Skill Development**: Facilitate workshops and activities focused on entrepreneurship, technology, and personal development. Support and guide teens interest and motivate students to succeed and thrive in school.
4. **Mentorship**: Serve as a positive role model and mentor, offering guidance, motivation, and support. Create a strong network among program participants.
5. **Collaboration**: Work with families, schools, and community organizations to create a supportive network for each teen.
6. **Monitoring and Reporting**: Track the progress of each participant: Attendance, Behavior and Course performance, maintain accurate records, and report on outcomes and effectiveness of support strategies.
7. Perform other job-related tasks as assigned.

**JOB QUALIFICATIONS:**

1. Bachelor’s degree in social work, psychology, education, or a related field. Relevant work experience may be considered in lieu of a degree. Master’s degree in social work, psychology or related field will also be considered.
2. Prior experience working with teens, particularly those facing challenges. Experience in case management, counseling, or a similar role is preferred.
3. Computer literate with proficiency in Microsoft Word, Excel, and Outlook
4. Strong communication, organizational, and interpersonal skills. Ability to engage and inspire youth. Knowledge of entrepreneurship and technology is a plus.
5. Empathetic, patient, and supportive. Ability to work independently and as part of a team. Passionate about youth development and empowerment.
6. Demonstrated capacity to establish and promote productive relationships with students, parents, staff, school administration and volunteers.
7. Must possess valid driver’s license and reliable transportation with insurance equal to or exceeding LA minimum.
8. Ability to work part-time hours, including some evenings and weekends, to meet the needs of the teens and their families. *(Position is part time with plans to be a full-time position after 6-8 months)*
9. Have no outside business interests that may conflict with the organization's goals and objectives and not explicitly approved by the President/CEO.

Signed {Case Manager}: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed {Sr. VP Education}: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_