Summary:
SBWIB, Inc. YouthBuild (YB) is an innovative program designed to provide “at risk” youth aged 16-24 that reside in the Los Angeles area with preparation leading to a High School diploma, Life Skills and Leadership Development training concurrently with vocational and hands-on training in construction trades. Program members will assist in building housing units for low and moderate-income families and be involved in providing services to the community through special projects. Upon completion of approximately nine months of training, members will be empowered to take control of their lives to become self-sufficient, responsible, and productive citizens in their community.

Salary & Benefits:
This is a full-time position (40 hours/week) with a starting hourly wage of $23.85 - $26.05. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees’ regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 65% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company’s health benefits package after completing the 90-day employment introductory period (60 days for benefits).

Minimum Qualifications:
Graduation from an accredited college or university with a Bachelor’s degree in psychology, sociology or related discipline and at least two (2) years of extensive case management experience, providing youth and community services, which includes individual and group counseling, leadership development training, job readiness/job development, vocational education, life skills training and volunteer activities. Experience providing crisis intervention and conflict resolution is preferred (education may be substituted by experience on a year-for-year basis). A valid California Driver's License, reliable transportation and current proof of vehicle insurance are required.

General Duties and Responsibilities
Under general supervision of the Operations Manager or designee, the Career Services Coordinator (Case Manager & Life Skills Coordinator) will manage staff and programs related to Case Management, Life Skills, Graduate Readiness, Alumni Engagement, and Student/Alumni Support Services. Duties and responsibilities include but are not limited to the following:

Program Management, Implementation, and Evaluation
- Directs, develops and evaluates a Case Management, Life Skills, Graduate Readiness, and Alumni Engagement program that meets organizational standards and goals of primary funding sources;
- Manages and supervises a team of employees and volunteers working on and supporting associated programs to meet the goals of positive youth development and primary funding sources;

Coordination of Case Management Services
- Manage and direct ongoing individual counseling for all participants; oversee the management of case management files for all program participants to ensure their completion, accuracy, confidentiality and timely entry of information; assess, identify and document participant’s potential barriers to success; assist staff with developing program participants with the development of an appropriate written individual service plan designed to achieve program goals and overcome barriers;
• Lead in the planning, development, and facilitation of life skill development activities, organize related activities and outings; identify and schedule outside speakers and guests related to the same;
• Provide on-going case management services, follow-up, and data entry for “graduate follow-up” period required from funders for YB graduates;
• Provide regular and on-going feedback on a formal and informal basis to the participants regarding their program status, suggestions for improvement and progress towards meeting short and long term goals;
• Facilitate at least one meeting per month to case conference with all staff;

Administrative
• Responsible for ensuring timely data entry into various database including but not limited to Excel, GoogleSheets, MIS, DYB;
• Maintains individual confidential member’s files, including all required documentation, counseling and case management notes, records of support services provided, outside referrals, and individual service plans;
• Provides quarterly quantitative and qualitative reports regarding all programming to improve effectiveness and outcomes of each component;

Other Responsibilities
• Assist in providing crisis intervention;
• Arrange or conduct staff training in various areas of leadership development.
• Conduct classroom teaching of leadership and mentoring skills as appropriate.
• Support the program’s restorative justice program, participating in circles and providing follow-up support when needed;
• Assist in the recruitment, eligibility determination, selection, and orientation of program members; assist in planning and development of the same;
• Establish relationships and network with peers at other YouthBuild program sites and community-based organizations;
• Assist in identifying and organizing appropriate community service projects;
• Participate in community service, attend retreats, workshops, and conferences as required;
• Perform other duties as assigned.

Working Conditions
Performing duties of this position may require spending the majority of the day walking, standing, sitting at a desk and some lifting and bending for filing purposes. Must have good time management skills, be able to work well under stress and meet deadlines. Reliable transportation, a valid driver’s license and proof of insurance is a must. Must also be able to travel to other office locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days.

How to Apply
Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.