



JOB TITLE: YOUTHBUILD Case Manager/Transformational Coach
REPORTS TO: PROGRAM DIRECTOR, YOUTHBUILD PROGRAM

St. Nicks Alliance is a nonprofit, nonsectarian community-based organization founded in 1975 with the mission to serve as a catalyst to improve the quality of life of residents in North Brooklyn communities through its work in five main areas: housing, healthcare, workforce development, economic development, and youth and education. St. Nicks Alliance's Workforce Development division provides comprehensive workforce services leading to employment and a career ladder for unemployed and under-employed community residents.

JOB SUMMARY:

St. Nicks Alliance seeks a successful candidate to support its newly awarded YouthBuild Program in collaboration with the Department of Labor (DOL). Youthbuild is a Global movement which focuses on training, education, employment and leadership development for opportunity youth between the ages of 16 and 24. The YouthBuild model, based on the following core values: Love, Accountability, Collaboration, Diversity, and Leadership, supports young people to develop skills they need to succeed in both the workplace and their communities.

The Youthbuild Case Manager/Transformational Coach is primarily responsible for providing direct support and resources to assist participants overcome barriers which prevent achievement of industry certifications, as well as educational, and internship/employment goals. The Transformational Coach will be expected to support a caseload of 42 currently enrolled participants as well as 74 additional participants expected to be enrolled for the rollout of the refunded contract. CMTC will be tasked with supporting a 1-year follow up period for each participant upon completion of program requirements. This includes collaborating with colleagues to capture retention milestones and to provide continued support. The CMTC must ensure that case notes are entered in all internal and funder databases which are used to help track and monitor the progress of clients enrolled in the programs.

Further, the CMTC will provide intensive 1-1 support for the young adults who face multiple challenges and barriers to gain and sustain employment over time. The CMTC will also be expected to develop and update Individualized Development Plans for all engaged participants, which covers the overall development of each participants' engagement in the program. Topics may include personal development, life skills, workplace readiness skills, and/or mental health. The CMTC provides tangible support that helps participants overcome obstacles and develop skills to do so independently in the future. Their success will be measured by enrollment, completion of the individualized development plan, training, and certifications. Candidate must be able to report to the office Full-Time 5-days a week to support the YouthBuild Training & Education In-Person program.

DUTIES:

- Take an active role in screening/assessing all YouthBuild participants.
- Background in and commitment to youth development with a focus on 16-24 year olds
- Managing and inspiring a caseload of up to 42 young adults aged 16-24 who are out of school and out of work (with a primary focus on Brooklyn/North Brooklyn), including an additional 74 individuals post 2024 contract rollout;
- Build and sustain relationships with all young adult participants
- Support Recruitment team (including Educational Coordinator) with determining participant eligibility for YouthBuild program through intake and individual and group assessment processes.
- Develop individualized Development Plans and monitor/inspire clients to reach personal goals and other milestones (education and employment goals).
- Track student attendance in all aspects of training and share with Program Director weekly to ensure timely stipend distribution.
- Support the YouthBuild team with student retention calls, emails, texts in the event of absence/ lateness and ensure follow up to mitigate supportive service need. Cultivate and make internal and external referrals for services as needed and provide regular follow-up.
- Maintain detailed case records in all internal and funder databases as well as in participant les.
- Support young people to ensure achievement of all programmatic goals. Work closely with YouthBuild and St. Nicks Alliance staff to review client progress, challenges, and outcomes.
- Assist in leading work readiness workshops and developing curriculum to ensure the needs of the participants are being met.
- Work closely with the YouthBuild Recruitment and Retention Specialist on the planning of cohort graduations, alumni events and all other special events.
- Conduct program outreach and active recruitment when necessary.
- Conduct crisis intervention and conflict management when necessary.
- Attend relevant and/or mandatory training and/or meetings when necessary.
- Attend, participate and contribute to all team staff meetings.
- Other duties/tasks may be assigned as needed.

Qualifications:

The ideal candidate will have a Bachelor's degree in Social Work, Psychology, Sociology, or related field with 2-3 years of job-related experience in workforce, youth, or similar services. MSW Preferred. Excellent organizational and interpersonal skills are required; must have strong communication, writing, and computer skills. Experience working with low-income job seekers; young adults; proven ability to work as part of a team; ability to multitask, prioritize and meet deadlines, ability to work some evenings. Fluency in English/Spanish is helpful.

Annual Salary: \$55,000 - 60,000

How to apply: Please submit a thoughtful cover letter and resume to snaworkforcehr@stnicksalliance.org with Work Experience Coordinator in the subject line. Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls.