

## Adult Education ESOL Case Manager- **Full-time**

### **Who we are:**

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time adult education ESOL case manager** for our 92 Throop Avenue location in Brooklyn.

### **What you'll do:**

St Nicks Alliance Adult Education seeks a case manager to support our ESOL education. The candidate must have excellent organizational and interpersonal skills, as well as strong writing and computer skills. They must be comfortable using databases and entering case notes. The candidate should have the ability to work with culturally diverse individuals while maintaining clear boundaries. They must have the ability to motivate others towards achieving their goals, the ability to work independently and as part of a team, and a strong sense of and respect for confidentiality.

This is a full-time position. The candidate must be available to work 2 evenings a week, and occasional Saturdays as needed to support the Adult Education team. The case manager reports to the program manager for Adult Education.

Specific duties include, but are not limited to:

- Administer one-to-one-assessment interviews for each new participant on the caseload, assessing the participant's education and work history, need for support services, career preferences, and barriers to meeting education outcomes
- Support a caseload of up to 120 students throughout the year
- Develop an Individual Educational/Career Plan for each participant
- Ensure that participant's folders are complete including copies of identification, documents, and case notes
- Support, monitor, and follow up on participants' attendance in education classes and other related activities
- Update monthly case notes with any status change including non-compliance with program rules and regulations or dismissal from the program
- Make appropriate referrals to address barriers: educational (ESOL, ABE, HSE, Spanish HSE), employment, childcare, college readiness, housing, domestic violence, mental health, as well as, other outside resources to meet the client's needs. Provide referrals to support services and internal St Nicks Alliance programs.
- Administer Best Plus 3.0/TABE testing
- Lead and facilitate small group counseling/workshops
- Ensure ASISTS, ETO and other in-house database systems are updated on a weekly basis
- Develop monthly outreach reports with clear recruitment efforts
- Support all Adult Education programming at St. Nicks Alliance Workforce Center

### **What we are looking for:**

- Bachelor's degree in social work, psychology, sociology, education, or in a related field, or a bachelor's degree with three years of related field experience in social service organization preferred.
- Must be bilingual (Spanish, English)
- Certification in Best Plus 3.0 preferred.
- Experience in crisis management intervention skills is preferred.



**What's in it for you:**

- compensation range: \$45,000-\$50,000 *(The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.)*
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

**How to apply:**

Please submit a thoughtful cover letter and resume to [ngonzalez@stnicksalliance.org](mailto:ngonzalez@stnicksalliance.org) with “Adult Education ESOL Case Manager” in the subject line. Please no phone calls.

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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