



JOB ANNOUNCEMENT

GRYD CASE MANAGER

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships necessary to thrive. We serve a densely populated, primarily immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the GRYD Program Director, the GRYD Case Manager maintains a caseload of 18 GRYD SECONDARY youth, including 8 GRYD PRIMARY youth ages 10-15 who are highly at risk of joining gangs, following the GRYD Model of Practice. The Case Manager is responsible for scheduling family meetings and individual meetings. The Case Manager must be culturally competent and adept at working with family systems to facilitate family meetings and reduce risk factors for youth and families. The Case Manager is also responsible for administering YSET-I and YSET-R, tracking and entering all related data, conducting outreach, and providing support for running youth activities.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

(50%) Family Meeting Facilitation

- Responsible for scheduling initial intakes for new families for Secondary and Primary clients
- Conduct in-person family meetings and work on genograms throughout the GRYD cycle.
- Will schedule a minimum of four families per day, Monday through Friday.
- Will conduct two primary individual meetings per day
- Will conduct two secondary meetings per day
- Hold parents accountable for attending family meetings with youth.
- Ensure each youth and family develops a plan of action based on assets/strengths, identifies problem behaviors and possible solutions, and builds family agreements.
- Cultivate positive social identity, positive parenting skills, and problem-solving skills.
- Will conduct a minimum of three families per day.
- Will lead family engagement events four times in the fall and four times in the spring.
- Will need to conduct a minimum of ten interviews a month with individuals from the case load.

(25%) Strategy Team and Collaboration

- The Case Manager will work with the team to determine clients' progress in phases.
- Work with a team to ensure each enrolled student and family works through phases to achieve the desired progress towards "graduation" and a family celebration of achievement.
- Work with the team to plan and coordinate quality weekly youth development activities for the youth in program.
- Coordinate with other city service agencies and providers to provide appropriate referrals.
- All team members will cross-train on the entire GRYD scope of work to work flexibly.
- Participate in the Summer Night Lights program and conduct YSETs as needed

- Work with the team to plan activities and programming during Summer Night Lights.
- Participate in GRYD team meetings, family events, staff meetings, and other Bresee collaborative partner or community meetings as requested.
- Participate in youth and outside activities such as camps, field trips, etc., as required.
- Support with administrative tasks.
- Conduct Intake and participate in outreach opportunities at community events and school visits.
- Mandatory participation is required during SNL programming.
- Assist with Bresee activities and events as requested.
- Extended hours may be required due to family events, GRYD programming events, and Bresee events.

(25%) Program Fidelity and Quality

- Maintain all records and data in an organized manner, and input data weekly to facilitate reporting and evaluation.
- Provide follow-up/reassessment (via YSET-R), collect outcome information, and assess "sufficient progress."
- Collect the genogram and other indicators of improvement (school performance and self-differentiation) and overall growth in assets, strengths, and progress.
- Manage expenses associated with youth and family activities and submit invoices for participant-related costs on a timely basis.
- Work with the team and the Program Director to ensure that Participant Cost Budget expenses are spent properly in accordance with GRYD office fiscal policy.
- Prioritize evening sessions for family meetings between 9am and 6pm to accommodate working parents.
- City of Los Angeles expenditure procedures are to be followed.
- The GRYD handbook must be read and understood to execute the program's principles properly.
- Update data daily and the work calendar weekly.
- Manage the work calendar to reflect GRYD program duties, including family meetings, individual sessions, youth development activities, and outreach efforts.
- Must communicate and report directly to the Program Director on work activities.
- Performs other duties as assigned.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Associate's Degree required; Bachelor's degree preferred
- Must have excellent English and Spanish verbal and written communication skills
- Must be highly organized and detail-oriented
- Must maintain a professional demeanor and sensitivity to participant and program data
- Demonstrate computer competency with Microsoft Office (Word, Excel, PowerPoint) and Google Suite
- Prior experience working with ETO, Traxsolutions, Survey Monkey, and familiarity with Slido, a plus, but not necessary
- Must have outstanding communication, interpersonal relationships, and active listening skills
- Be flexible and open to changes
- Strong communication skills; a team builder
- Must be able to set priorities and be highly organized to meet deadlines with accuracy
- Able to efficiently process multiple projects at a time without sacrificing the quality of work
- Demonstrate flexibility when new assignments or changes are introduced
- Be self-motivated, reliable, a collaborative problem solver, and work independently
- Demonstrates sensitivity to multicultural issues and is comfortable working in an urban environment.

FLSA STATUS: Non-Exempt. Regular. Full-time. Occasional weekend and evening hours will be necessary.

COMPENSATION: \$60,000/annually

WORKING LOCATION: Hybrid, includes in-person and the option of remote work when available.

BENEFITS: Bresee offers competitive Employee Benefits to our Regular Full-Time Employees. We offer health insurance, dental insurance, a voluntary vision plan, employer-sponsored life insurance, an Employee Assistance Program, and a Travel Assistance Program. We also offer generous PTO days, including paid holidays, vacation, sick leave, a paid birthday holiday, a potential 401(k) match, and more.

As our organization grows and priorities shift, this role may evolve. Flexibility and adaptability are expected.

TO APPLY: Submit a resume, cover letter, and writing sample to jobs@bresee.org with the Subject Line: GRYD Case Manager. *Deadline to apply is October 31st.*

DACA, women, BIPOC, and LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.