



JOB OPENING ANNOUNCEMENT

GRYD PRIMARY CASE MANAGER

Job Title: GRYD Primary Case Manager
Reports to: GRYD Director
Location: Central Los Angeles/ School Based
FLSA Status: Part-time: \$18/hr, 25 hrs/wk, yearly position

SUMMARY: Reporting to the GRYD Program Director, the Primary Case Manager works with GRYD model youth, ages 10-15, who are at low-risk of joining gangs following the GRYD Model of Practice. The Primary Case Manager works to implement all aspects of GRYD prevention model leading to positive outcomes for the youth and their family. They are primarily responsible for facilitating family and individual meetings and progress on risk factor reduction as outlined in the GRYD Model of Practice.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

Youth and Family Coaching

- Maintain a case load of 28 primary prevention eligible youth, working with Outreach Coordinator and school site partners to identify new clients as existing clients graduate from the program.
- Conduct monthly one-on-one coaching sessions with each primary prevention caseload client using Creative, Connected, Resourceful, and Whole (CCRW) coaching method and redirect problem behaviors, as needed.
- Conduct monthly coaching sessions with families of primary prevention client using Strengthening Families coaching method and redirect problem behaviors, as needed.
- Develop strong rapport with youth/family and organize work plans that lead to positive behavioral outcomes.
- Develop plan of action based on assets/strengths, identification of problem behaviors and possible solutions, and build family agreements.

Youth and Family Activities

- Plan, organize and implement weekly youth/family group activities, providing a range of quality activities to engage the GRYD primary population through workshop instructors.
- Create an atmosphere that promotes and reinforces parental involvement by assisting support groups and coordinating with guest speakers, among other activities.
- Drive students to field trips and other events in Bresee vehicles.
- Work with team to ensure each enrolled student and family work towards “graduation,” and facilitate family celebration of achievement.

Strategy Team and Collaboration

- Report monthly to PD Advisor on attendance of each youth, noting identified strengths and problem behaviors of youth, and coaching strategies.
- Collaborate with Outreach Coordinator to raise awareness of the GRYD primary program, be a liason between school and outreach for referrals including attending workgroup meetings; coordinating

community activities; promoting SNL program with GRYD clients before the Summer starts; and engaging with local community throughout the SNL programming period.

- Participate in team meetings and events, staff meetings, and other Bresee, collaborative partner community meetings as requested.
- Make appropriate referrals to outside agency's that meet the client's family's goals, as needed.
- Perform other duties as assigned by Program Director

Program Fidelity and Quality

- Cross-train on all aspects of GRYD scope of work, including administering the YSET as needed to determine eligibility of referred youth, and conducting outreach.
- Maintain all records and data in an organized manner, and input data in a timely manner to aid in reporting and evaluation.
- Submit invoices for youth activities and participant related costs on a timely basis

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold Bachelor's degree from an accredited college or university
- Must be bilingual in Spanish or Korean, proficient in speaking, writing, and reading.
- Must have experience working with urban youth and families, demonstrate cultural competency in working with the GRYD primary prevention population and exercise discretion and confidentiality when interacting with clients.
- Must be comfortable in the role of coach and mentor to youth and families by being an active listener, setting boundaries and holding high expectations for youth in their personal development
- Must demonstrate professionalism in communication, teamwork, technical skills and be comfortable working with data

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 75%, out of office 25%. Indoors 75%, outdoors 25%.

HOURS AND BENEFITS: Part-time position, occasional weekend and evening hours will be necessary. Benefits include vacation, holiday, and sick pay; and 401k-type pension plan.

TO APPLY: Submit cover letter and resume to jobs@bresee.org with the Subject Line: GRYD Primary Case Manager