**JOB ANNOUNCEMENT**

New Directions for Youth, Inc.

New Directions for Youth, 7315 Lankershim Blvd. North Hollywood, CA 91605

**Job title:**  Navigator/Case Manager

**Positions supervised:** none

**Pay Rate:** $19/hour

**Purpose of this position:**

To ensure appropriate client growth as determined by the supervisor’s expectations and the Reentry Grant requirements.

**Primary responsibilities:**

Provide direct case management services to reentry clients both pre and post release to ensure that youth have a successful reentry into the community. These services may take place at NDY, in schools, in institutions or other contexts as assigned by the supervisor.

Participate as a part of a team in GRYD Reentry In-Camp Healing Circles.

Prepare documentation of client activities and growth in an accurate, complete and timely manner according to grant expectations and agency standards.

Ensure positive communications with supervisor. Probation Officers and other staff members in such a way that client privacy is maintained, supervisors are kept fully informed of all activities that impact compliance with grant expectations, and other team members are supported.

Responsible for direct client interaction and peer mentorship with clients and families including conducting assessments, meeting with youth pre-release, meeting with families pre-release, conducting family meetings post-release, conducting individual youth meetings, assisting with support, safety plans post-release, in addition to planning and implementing welcome home celebrations and impact events. In addition, Case Managers/Navigators will be responsible for conducting both the initial SET assessments and the SET Retest. All NDY staff must have good character.

Conducts home visits, conducts classes or engages in other activities as required by grant, or requested by supervisor.

**Skills and Qualifications Needed:**

Must possess extensive knowledge of youth development, be knowledgeable about youth programs in substance abuse, job training and placement programs, education, recreation, or related areas, have fluent oral and written skills in English, **ability to speak Spanish a must**, have valid California driver’s license, have two years or more experience in community work, seek to be an effective member of a growing team, enjoy a periodically heavy workload, seek additional ways to be of service to the organization, able to work well with a variety of people, need to be organized and flexible, able to manage different projects simultaneously, have a sense of humor.

**Education:**

Community Specialist: high school diploma required, some college or college degree preferred.

**Contact: Please send resume to Denna Mulverhill at Dmulverhill@mail.ndfy.org**