

7315 Lankershim Blvd, North Hollywood, CA 91605

(818) 503 – 6330

**Case Manager/Strategy Team Leader**

**Full Job Description**

*Job title*: Case Manager/Strategy Team Leader – Gang Reduction Youth Development (GRYD)

*Annual Compensation*: $21.63/hour

*Positions supervised*: Strategy Team Members

*Purpose of this position*:

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

**Primary responsibilities**:

*Leadership*: Must lead a Strategy Team, including a Family Facilitator, Counselor and other team members to implement the GRYD Model in an effective manner. Required to schedule and implement strategy team meetings and ensure that grant and contract requirements are being met.

*Mentoring*: Provide direct mentoring and case management services to clients in individual, family or groups as needed for the GRYD model. These services may take place in the client’s home, at an NDY site, in schools, in institutions or other contexts as assigned by the Program Director or Executive Director.

*Documentation*: Prepare documentation of client activities and growth in an accurate, complete and timely manner and according to grant expectations and agency standards. Responsible for the documentation and supervision of files, data collection and all GRYD Model implementation requirements.

*Team Communications*: Ensure positive communications with supervisor 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.

*Community Relations/Outreach*: Collaborate with various community organizations, attend community meetings and events as requested. Develop and maintain positive relationships with community-based organizations, schools, LAPD, DCFS, probation and any other community stakeholders. Represents NDY positively in the Los Angeles community and conducts him/herself in a way that reflects positively on NDY at all times.

*Miscellaneous*: Conducts home visits, workshops, classes and presentations within the GRYD zone and the surrounding community and engages in other activities as assigned by supervisor to ensure the success of the clients and their families.

**Skills and Qualifications:**

Must possess extensive knowledge of youth development and family programming, specifically in the areas of in gang and delinquency prevention, substance abuse prevention, academic support, anger management, conflict resolution, recreation, or related areas.

Must have fluent oral and written communication skills in English and the ability to speak Spanish highly desirable.

Must have valid California driver’s license.

Must have more than two years’ experience in one or more of the following areas: a) youth development in low-income and diverse communities; b) mentoring at-risk youth and families; c) providing parent education for victims of domestic violence; and/ or d) providing family support services in low-income communities.

Must have at least a minimum of two years’ experience supervising diverse staff members and seek to be an effective member of a growing team.

Must be able to handle a periodically heavy workload.

Must be able to travel within the Panorama City/Mission Community effectively.

Must be extremely organized, flexible and efficient.

Must be able to manage different projects simultaneously.

**Education Required**:

Bachelor’s Degree in sociology or in related field preferred, however, experience can substitute for education with an exchange of five years of experience for each year of education.

**Benefits:** Health insurance**/**Life insurance**/**Paid time off

**Schedule:** 8 hour shift**/**Monday to Friday**/**Weekend availability

**Experience:** Childcare: 1 year (Preferred)/First Aid Certification (Preferred)

CPR Certification (Preferred)**/**Work Location: Multiple Locations