



## **JOB VACANCY**

March 2017

### **Youth Coordinator – Case Manager**

**Location:** Hauppauge 11788

EAC seeks a Youth Coordinator / Case Manager (combined positions) for its Chance to Advance and Alternatives for Youth Programs located in [Hauppauge](#) Suffolk County. Position is full time with flexible hours and some possible evening/weekend availability required. The Youth Coordinator/Case Manager is responsible for ensuring that successful educational/enrichment programs are established and implemented to provide focused intervention to youth residing in foster care & for all aspects of Home-based Crisis Intervention and case management services for client families in the Alternatives for Youth Program. Position offers excellent benefits medical/dental/401K and very generous Paid Time Off plan (PTO ). EAC is an EOE. All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status.

**Candidates are encouraged to view agency Web site at [www.eac-network.org](http://www.eac-network.org)**

#### **RESPONSIBILITIES:**

- Identify youth who may benefit from these programs and increase their independent living skills by implementing enrichment activities.
- Arrange implementation of educational/enrichment programs in conjunction with community organizations and corporations, volunteer mentors and youth in foster care.
- Conduct security clearances of volunteer mentors, including reference/background checks and fingerprinting as necessary and submit to the HR department.
- Assist the Quality Assurance Coordinator with measurement strategies to evaluate the effectiveness of the program, as well as provide monthly and yearly reports on quantitative and qualitative data showing program successes and areas needing improvements.
- Coordinate and implement the Chance to Advance Summer Camp when needed during the two weeks camp is active and ensure adherence to all State Health Department regulations.
- Transport and escort clients from appointments or to obtain emergency resources such as clothing or medication as needed in own vehicle when necessary.
- Participate in monthly recreational events for the adolescents in the AFY program when needed.
- Assist families in resolving the crises and problems that led to the parent(s) seeking a PINS petition. Provide case management support to families in crisis struggling with problems such as substance abuse and mental illness.
- Participate in team meetings, case conferences and trainings.
- Provide intensive, home-based case management and crisis intervention to help the family reach stability.

#### **QUALIFICATIONS:**

- Bachelor's Degree and one year of child and adolescent experience required or at least one year community or social service work of child and adolescent experience.
- Minimum of two years of relevant work experience preferred.
- Ability to motivate youth.
- Must have access to automobile and possess valid NY State Driver's license.
- Successfully completed New York State Mandated Reporter Training: *Identifying and Reporting Child Abuse and Maltreatment/Neglect*.
- Must be certified in CPR, First Aid and AED by a State Department of Health approved training program.

#### **HOW TO APPLY:**

E-mail resume/cover letter to: [employment@eacinc.org](mailto:employment@eacinc.org)