

Indiana Youth Group Job Description

Job Title: Case Manager for Young Adults

FLSA status: Salaried

Starting Salary Range: \$42,000.00 to \$46,000.00

Hours: Full Time

Location: Indianapolis, IN

Position Summary:

This position is on the case management team with young adults 18-24 years old engaged in the strengths-based case management program in the center and rapid rehousing at IYG through Project Prism as a back-up. This position is also responsible for covering activity center hours and duties as identified below.

Reporting Structure: This person reports directly to the Director of Young Adult Services

Position Responsibilities:

- Assist in the IYG strengths-based Case Management process.
- Assist young adults in creating collaborative case plans.
- Utilize strengths-based planning and language with clients.
- Assist young adults in overcoming barriers to autonomous living.
- Meet face-to-face and/or virtually with young adults, as needed.
- Intervene in crisis situations as needed and ensure safety and supervision of young adults.
- Participate in weekly program staff and case management team meetings.
- Maintain documentation and data collection related to youth cases.
- Collaborate with community partners to increase access for young adults.
- Work in the Activity Center 3-4 evenings a week.
- Maintain, develop, and cultivate the culture of the Activity Center as well as activities and events where IYG is present.
- Facilitate groups and help with organization of events.
- Learn and assist with Project Prism as a back-up.
- Cultivate and maintain rapport with young adults.

Position requirements:

- Personal experience navigating homelessness and social support services is preferred.
- A minimum of 2-3 years of experience working directly with youth and/or young adults.
- Strong foundational knowledge of LGBTQ+ issues and terms.
- Ability to schedule and maintain client appointments.
- A Bachelor's degree in social work, sociology, psychology, communication, education, gender studies, sexual studies, or related field.
- Experience providing case management services - preferred, but not required.
- Evening availability 3-4 nights a week in the center.
- Experience with MS Suite, such as Word, Excel, and PowerPoint.
- Strong time management, organization, and communication.
- Ability to interact with youth and young adults 12-24 years old and maintain a constructive and professional relationship with them.
- Must be vaccinated for Covid and provide documentation.
- Must pass all background checks.

Please email cover letters and resumes to iygcareers@indianayouthgroup.org and indicate the job you are applying for in the subject line.

