

Indiana Youth Group Job Description

Job Title: Center Case Manager
FLSA status: Salaried
Level: 7

Starting Salary Range: \$42,000.00 to \$46,000.00
Hours: Full Time
Location: Columbus, IN

Position Summary:

This position works on the case management team with youth engaged in the strengths-based case management program in the center. This position is also responsible for covering activity center hours and duties as identified below.

Reporting Structure: This person reports directly to the Traveling Youth Services Supervisor.

Main Responsibilities:

- Assist in the IYG strengths-based Case Management process
- Assist youth in creating collaborative case plans
- Utilize strengths-based planning and language with youth
- Assist youth in overcoming barriers to autonomous living
- Meet face-to-face and/or virtually with youth, as needed
- Intervene in crisis situations, as needed
- Participate in weekly Youth Services staff and Case Management meetings
- Maintain documentation and data collection related to youth cases
- Collaborate with community partners to increase access for youth
- Work in the Activity Center with youth one to three evenings a week until closing
- Maintain, develop, and cultivate the culture of the Center as well as activities and events where IYG is present
- Facilitate groups and help with organization of events
- Cultivate and maintain rapport with youth
- Ensure safety and supervision of youth
- Other duties as assigned

Position Qualifications:

- A minimum of two years of experience working directly with youth including ages 12-18 years old
- Strong foundational knowledge of LGBTQ+ issues and terms
- A Bachelor's degree in social work, sociology, psychology, communication, education, queer theory or a related field is required
- One or more years experience in providing case management services to youth or young adults
- Evening availability up to three nights a week
- Experience with MS Suite, such as Word, Excel, and Powerpoint
- Strong time management, organization, and communication skills
- Ability to interact with youth and young adults 12-20 years old and maintain a constructive and professional relationship with them.
- Must be vaccinated for Covid and provide documentation.
- The ability to pass all background checks
- Personal experience navigating social support service is helpful

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

