



**Case Manager
Archdiocese Youth Employment Services
East Los Angeles**

The **Archdiocesan Youth Employment Services (AYE)** of Catholic Charities of Los Angeles, Inc. provides over 2,400 underserved youth adults with job training, educational and career services each year. An additional 1,500 persons receive referral and job placement assistance through an extensive network of employers and community organizations.

AYES is seeking a Senior-Level Case Manager to provide intensive, one-on-one case management to youth and families placing particular emphasis on multi-casual processes for case plans including physical, emotional and social factors which may impede progress. Assess clients' needs and help address and achieve their identified goals. Supervise the work of employees and volunteers.

Responsibilities include, but are not limited to:

- Counsels individuals and families that require social services .
- Interviews and evaluates applicants for services and support service need.
- Develop individual service strategy for successful career pathway.
- Provide occupational or on-the-job training or paid internships
- Ensure adequate support services and incentives as permitted under INVEST guidelines.
- Conduct specific workshops to include job search-resume and interviewing –life skills, financials literacy, etc.
- Assists applicants in applying for and obtaining social and other services.
- Prepares required reports in a timely manner.
- Develops problem solving relationship with clients.
- Assesses and identifies needs and abilities of clients.
- Works with other agencies to ensure clients receive all needed services; links clients to existing agencies and community resources, including advocacy.
- Records client case notes and related information.
- Displays sensitivity to the client population's cultural and socioeconomic characteristics.
- Compiles monthly statistics of services provided.

Qualifications:

- Bachelor's Degree Required; Master's degree preferred.
- Four to six years related experience.
- Management experience with knowledge of community services and job training.
- Counseling and assessment techniques
- Develop and maintain effective working relationships.
- Must have excellent communication and organizational skills.
- Prefer individual with strong commitment and passion for AYE mission and services (See www.ayela.org).

Benefits: Generous Benefits package to include medical, dental, vision, life insurance, 15 paid vacation days per year, 10 paid vacation days per year, 12 paid holidays per year, long and short term disability, AFLAC Available.

Salary: \$45,760 - \$54,912 Annually

How to apply: Simultaneously email cover letter and resume to: (1) Catholic Charities of Los Angeles Human Resources Department; hrjobs@ccharities.org and (2) Program Director, Archdiocesan Youth Employment Services, gail@aye-la.org. Only those applicants selected for interviews will be contacted.

CLA, WDACS and the Los Angeles County America's Job Centers of California are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individual with disabilities.