



## POSITION ANNOUNCEMENT

### Case Manager

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasanwk.org](http://www.lacasanwk.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks a Case Manager for our Energy Efficiency and Green Jobs Training Program who will support the Interim Center Director in assisting with the day-to-day administration and operations of the Community Empowerment Department. To be successful in this role, the Case Manager should be experienced in case management, career development, a creative team player, and possess excellent organizational and time management skills. The Case Manager will serve as an integral member of the Community Empowerment Department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Assist in conducting initial intakes, assessment, and orientation for participants.
- Formulate an Individual Employment Plan (IEP) inclusive of training and support customized to the participant's needs.
- Work with participants to enroll into vocational/credential training in the areas of Energy Efficiency and Green Jobs.
- Engage participants regularly to provide case management guided by the participant's IEP to ensure progress toward goals and address new challenges.
- Document case management sessions & maintain participant files and confidential documents.
- Assist participants in applying for eligible support and wrap around services.
- Participate in monthly Case Conferences.
- Identify and maintain relationships with training providers in the areas of Energy Efficiency and Green Jobs.
- Research existing services within the community for existing services of benefit to the participants.
- Aids in the preparation of programmatic reports.

#### Educational & Experience Requirements:

- Bachelor's Degree in related field with experience in the social service sector preferred.
- Minimum two years of case management experience in a non-profit and/or workforce development environment.

- Experience in case management, career development and/or human resources management.
- Excellent organizational and time management skills.
- Good Interpersonal and conflict resolution skills.
- Ability to work independently, handle multiple tasks, be creative and be a team player.
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and the ability to learn new programs.
- Bicultural and bilingual in both English and Spanish a plus.
- Valid New Jersey driver's license required.

**Physical Requirements\*:**

- Must be able to lift up to 10lbs.
- Travelling is required for in-town and out-of-town trainings, and conferences.
- Ability to work in varying weather temperatures, conduct field trips.
- Position requires sitting, standing, and/or walking for long periods of time.

*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Compensation, Schedule, and Other Information:**

- **Employment type:** Full-time
- **FLSA status:** Non-Exempt
- **SOC code:** 21-1090
- **Reports to:** Center Director
- **Schedule:** Monday – Friday; 8:30am – 4:30pm
- **Compensation:** \$27.47 per hour
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

**COVID-19 Vaccination Requirements**

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

**To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasanwk.org](mailto:careers@lacasanwk.org) with “**Case Manager**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*