

Civil Service Title: Community Associate

Office Title: POP Case Manager

Salary: \$21.97/per hour

Duration: This is a 12 month grant funded position beginning in October, 2009.

Work Location: TBD

Number of Positions: 3

The Parks Opportunity Program (POP) is an innovative transitional employment program which provides intensive skills training, adult education, employment counseling, job placement assistance as well as a paid work experience to Public Assistance recipients. Through this comprehensive approach POP helps trainees attain independence and stability. POP seeks experienced employment and job-readiness counselors to facilitate daily job readiness workshops with program trainees as well as perform individual case management. Through this work with the trainees, counselors are responsible for identifying individual barriers to employment and addressing those needs in an appropriate manner.

MAJOR RESPONSIBILITIES

- Provide case management and tracking services to participants in POP.
- Maintain case, attendance, and contact records for POP participants.
- Assist participants in their job search activities, including resume building.
- Refer participants to in-house services (job development, client services, and retention staff) and external resources, and ensure that referrals are completed.
- Ensure that all participants on POP roster are accounted for on a weekly basis.
- Perform crisis intervention (i.e. homelessness or domestic violence) when necessary.
- Develop and perform all analysis and reporting requirements associated with the POP Program.
- Assist with projects as requested by POP management.
- Manage the receipt and data input of trainee assessments and other related paperwork from POP counselors.
- Provide general office support as needed.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

New York City Residency required within 90 days of employment.

PREFERRED SKILLS/QUALIFICATIONS

1. Excellent communication, written and administrative skills.
2. Proficiency in Microsoft Word, Excel, and Access.
3. Valid New York State driver's license.
4. Experience working with the welfare-to-work/disconnected youth population and knowledge of citywide resources a plus.

To apply, please submit resume and cover letter by October 14th, 2009.

Nancy Corbett

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Attention: POP/2010-Case Manager

www.nyc.gov/parks

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