



### *Job Description*

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<b>Job Title:</b>	<b>Case Manager</b>	<b>Program:</b>	<b>SECTOR</b>
<b>Site:</b>	<b>Compton</b>	<b>Reports To:</b>	<b>Chief Programs Officer</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Job Code:</b>	<b>240424</b>
<b>Salary Range:</b>	<b>\$55,000 - \$58,240</b>		

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**SECTOR:** The Skills and Experience for the Careers of Tomorrow (SECTOR) program is a program of the LA County Justice, Care, and Opportunities Department. In 2024, EntreNous was awarded a SECTOR grant from the County of Los Angeles. This program provides occupational training, workforce preparation, and support services, along with job development, placement, and follow-up for adults (18+) impacted by the justice system.

**About The Position:** EntreNous Youth Empowerment Services seeks to hire a full-time Case Manager for the SECTOR Program (Grant Funded: LA County JCOD, SECTOR Funding) to provide services, resources, and training to SECTOR program participants. The Case Manager works to support the efforts to fulfill the goals and objectives of various grant-funded programs by assisting in designing plans and operations according to contract and budget guidelines. This includes assistance in overseeing resources, coordinating the efforts of community partners, and conducting ongoing outreach to serve participants and leverage EntreNous and community assets. The successful candidate has a problem-solving mindset, high integrity, and the ability to undertake multiple tasks simultaneously. This individual will also be expected to work independently and must possess the ability to prioritize various responsibilities.

**Responsibilities:**

- Support the SECTOR program by providing case management services
- Use evidence-informed and evidence-based care management strategies including crisis management, motivational interviewing, and cognitive behavioral interventions
- Provide case management services, consulting regularly with the SECTOR Manager, Peer Support Specialist, Inhouse Therapist, and CSI: Stop to maintain the highest standard of services
- Conduct face-to-face intake assessments, develop individualized goal and action plans (I-GAPs), and acquire appropriate consent for enrollment
- Evaluate interests, strengths, needs, goals, physical and mental health, home environment, educational context, protective factors and any relevant case requirements
- Connect participants to Specialized Systems of Care
- Maintain case management files per agency and grant protocols
- Collect and report on data required for funders and internal agency use
- Assist in the writing of monthly/quarterly reports
- Foster relationships with community partners who can provide support and services to participants
- Other duties as assigned



### **Qualifications/Hiring Criteria:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

- College degree required in a related field (criminal justice, psychology, social work, etc.)
- Previous experience in a nonprofit setting preferred
- Experience working with justice system involved (impacted) adults 18+ from low-income, diverse cultural backgrounds
- 2 years FT paid work experience in an organizational setting related to system-impacted adults teaching, counseling, case management, healthy relationships, required
- Possess strong critical thinking skills and the ability to handle crises/emergencies
- Ability to prioritize responsibilities and organize thoughts
- Proficient in Microsoft Word, Excel, PowerPoint, Google Suite, smartphone, etc.
- Excellent oral and written communication skills with demonstrated ability to effectively communicate with participants, staff, management, and community partners
- Critical knowledge base of social and economic conditions facing our communities
- Must be motivated to learn, a self-starter, trainable, and an excellent role model
- Passion for EntreNous' mission and purpose
- Capacity to maintain confidentiality and discretion
- Bilingual - English and Spanish (preferred but not required)
- Right to work in the United States and a TB test within the last four years
- California Driver's License, clean DMV record & adequate auto insurance
- Covid vaccination records
- Applicants offered a position with EntreNous are subject to a LiveScan Background check. Certain past criminal convictions are not a reason for disqualification

### **Benefits:**

- Health (Kaiser), Vision (VSP), and Dental Insurance (Delta) (100% Company Paid)
- 18 paid holidays
- Retirement Plan
- 40 hours of sick time
- 9-day work schedule (every other Friday off)
- Flexible hours may include some evenings and weekends
- 40 hours of personal time off (at one-year anniversary)

**How to Apply:** The position will remain open until filled. Applications can be made through Indeed, Monster, ZipRecruiter, LinkedIn, and Facebook. PLEASE DO NOT DUPLICATE YOUR APPLICATION. (No recruiters and no phone calls, please).

EntreNous is an equal-opportunity employer. EntreNous strongly encourages applications from all qualified individuals who share lived experiences with the communities we serve. In particular, EntreNous welcomes applicants who are formerly incarcerated and/or justice-involved.



It is the policy of EntreNous to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.