EMLOYMENT OPPORTUNITY

For over 170 years, the **Women’s Prison Association (WPA)** has worked to create opportunities for change in the lives of current and formerly incarcerated women and their families. WPA provides programs through which women acquire life skills needed to end their involvement in the criminal justice system and to make positive, healthy choices for themselves and their families. We draw strength from our history and vitality from twelve years of consistent growth and expansion.

We are currently recruiting for a **Case Manager** in WPA’s employment-focused JustWork program, located in East New York, Brooklyn. The Case Manager is responsible for promoting overall work readiness and recidivism risk reduction by providing individual case planning and group based vocational services to women recently released from or at risk of returning to Rikers Island.

**Responsibilities include (but are not limited to):**

- Administer intake and assessment instruments to determine program eligibility and identify service needs
- Collaborate with clients to develop service plans and goals responsive to identified needs
- Complete job-readiness assessments with incoming participants and explore career interests and opportunities with enrolled clients
- Assist in the facilitation of employment focused groups and stand-alone workshops at multiple locations
- Assist clients in connecting to employment opportunities, based on assessed interests, skills and experience
- Establish and maintain partnerships with employers deemed well suited for client needs
- Regularly attend job fairs throughout the city to enhance the program’s employer partnership network
- Maintain casework contact frequency appropriate to the clients’ needs, and consistent with WPA’s expectations of case planning services
- Help clients access other needed services through referrals, advocacy with providers, and, as needed, field escort
- Document all activities with, and on behalf of enrolled clients in WPA’s electronic database
- Maintain paper client files containing all essential client materials including (but not limited to), copies of client identification, intake, risk and needs assessment, progress notes, substance use treatment records, medical/mental health records, employment records, etc.
- As appropriate, participate in case coordination efforts with Manager of Workforce Development, other appropriate WPA staff and external providers to ensure consistent service delivery and client success
- Prepare for and actively participate in weekly supervision and staff meetings
• Perform any other department or agency related duties or special projects as directed by supervisor

Qualifications

• BSW or comparable human-services related BA strongly preferred; will consider equivalent experience
• At least 2 years of documented relevant human services experience, employment focus preferred
• Strong assessment and engagement skills essential
• Familiarity with government sponsored benefits and criminal justice issues helpful
• Excellent written and verbal skills
• Experience with office computer applications required
• Bilingual Spanish/English a plus
• Qualified applicants with lived criminal justice experience are welcome and encouraged to apply

If you are interested in applying for this position, please email your resume, cover letter, and salary requirements to jobs@wpaonline.org. You must include "JustWork Case Manager" in the subject line of your email. EOE