

## JOB DESCRIPTION

**Position:** Academic Case Manager  
**Location:** Aliso Pico Recreation Center  
**Program:** IMPACTO  
**Status:** Full-time, Non-Exempt  
**Hours:** Monday – Friday, 10:00 AM to 6:35 PM  
**Compensation:** \$23.55- \$24.51 (depending on experience)  
**Reports to:** IMPACTO Program Director

**Organizational Background:** Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), an emergency shelter combined with support services that help men and women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; *Comunidad en Movimiento*, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth, and families.

**Position Description:** The Academic Case Manager's primary role is to provide individual and group academic support to a caseload of students. The caseload will be comprised of high-need Elementary-aged students who may need to be on track to promote or culminate their school year. The Academic Case Managers work with vulnerable student populations through a holistic and strengths-based approach. The Academic Case Managers provide one-on-one mentorship support to help students meet their academic and wellness goals. Academic Case Managers are responsible for assessing and meeting the youth's academic and social-emotional needs, including connecting youth to appropriate resources, assisting in goal setting and tracking, providing guidance and assistance in follow through, and monitoring/supporting progress on academic and social goals. Support in small group instruction. Work closely with Community School Coordinator, School PSA, and School PSW. Assistance is offered during, but is not limited to, school hours and includes working closely with parents/families and can include coordination of services off-site.

## KEY RESPONSIBILITIES

### Case Management

- Provide holistic case management to 20 students who are who are in high-need of attendance, grades, and behavior
- Provide in-classroom supports and out-of-class tutoring to support social/emotional milestones
- Identify opportunities to develop, implement, measure and improve academic success strategies
- Build relationships with school staff, partners, and community members to determine resources needed, inform outreach efforts, facilitate referrals and bring new opportunities
- Work to align and integrate the Community School Model and serve as a student advocate for problem resolution
- Facilitate an intake process and assessment with students to evaluate student needs and create an academic plan and SMART goals
- Demonstrate continuous program improvement approach- support program evaluation including, collection of student data; maintaining accurate records; and regularly updating student files and database to monitor student progress
- Develop leadership among youth, encourage community involvement and promote a college-going culture through workshops, activities, and field trip opportunities
- Maintain regular communication with counselors and parents including home visits as needed, connect parents to resources, and sharing updates on student progress

### **Collaboration**

- Work closely with the team and participate in relevant team, school, and partner meetings
- Work closely with key School staff; PSA, PSW, Primary Promise teachers and counselors.
- Generate monthly reports to comply with grant requirements
- Perform other duties as needed and as designated by the Program Director such as: collaborate with the IMPACTO After-School Site Coordinator, attending field trips, staff development and other IMPACTO meetings

### **SKILLS & ABILITIES**

- Ensure a positive working and learning environment
- Enthusiasm, professionalism and creative initiative
- Demonstrated success managing a caseload of youth from underserved communities, leading youth toward achieving goals and demonstrating improvement in social-emotional coping skills
- Experience collaborating with multi-team resources and working with various partner organizations to support individual youth and their families
- Enthusiastic team builder with strong leadership skills including: relationship building, strategic planning, verbal and written communication, organizational and time management abilities
- Flexible, resilient, self-starter with a good sense of humor.
- Have an understanding of ELA and Math state and district-level standards and frameworks.
- Have a basic understanding of SEL and Restorative Justice frameworks
- Ability to work flexible hours (ie. evenings and some weekends)
- Ability to speak Spanish preferred, and to interact with and develop relationships with parents

### **EXPERIENCE & EDUCATION**

- Bachelor's degree in Social Science, Education, Psychology or a related field preferred
- Minimum of 3 years working with youth and community organizations, including knowledge of social services network in the Boyle Heights community
- Demonstrated integrity and commitment to the highest ethical standards when interacting with students, faculty and staff
- Understands the dynamics affecting vulnerable youth populations and their families and has experience with culturally sensitive- solution best approaches
- Experience engaging and connecting disengaged youth to services and or programs
- Comfortable problem-solving skills, enthusiasm and commitment
- Understanding of youth development practices, including a commitment to social justice and youth empowerment
- Comfortable with web-based technologies and experience with one or more
- Excellent oral and written communications skills with youth and adults
- Must be available to work some evening/weekend hours
- Must have valid CA driver's license and access to a car

**To Apply:** Interested applicants should send a cover letter and resume to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org). Only emailed applications will be accepted, please indicate "Academic Case Manager" in the subject of the email.

*Proyecto Pastoral is an equal opportunity employer. Proyecto Pastoral does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*

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Please acknowledge receipt and acceptance of this job description by signing this document.

I have received and reviewed the job description for this position and fully understand the responsibilities and expectations associated with this role. I am confident that my skills and experience align with the requirements and I look forward to contributing to the success of the team.

This will acknowledge my acceptance of this offer of employment:

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Name

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Signature

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Date