**OVERVIEW AND JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

ICC is seeking a full-time Case Manager to manage and work collaboratively with diverse ICC clients, community partners, and other ICC programs geared toward the overall delivery of services encompassing but not limited to, two evidenced based curriculums, the YES You Can youth-centered and the Active Parenting adult-centered curriculum, and help deliver direct services with case manager to domestic violence clients (an 40 hour domestic violence training will be provided to staff). The individual will also be responsible for coordinating and conducting outreach along with other staff members to enlist engagement from a wide spectrum of people in the community (public housing tenants, new immigrants, families, longtime residents, etc.) across a broad spectrum of issues (i.e. parenting skills, health, youth activities, environmental justice, etc.)

**ROLES AND RESPONSIBILITIES**

- Conduct intake and assessment of clients.
- Link residents to critical information and referral services.
- Work with the program team to develop and implement a comprehensive intakes, needs assessments, family treatment plans and pre/post evaluation systems.
- Function as part of a team to provide assistance to students, families and staff to ensure a successful experience.
- Provide oral and written translation services as needed.
- Works closely with staff to obtain necessary information and provide assistance to clients and their families.
- Provides support in implementation and coordination of activities with outside service agencies, school sites, etc.
- Act as liaison with neighborhood associations.
- Write monthly reports and correspondence.
- Speak effectively before groups of clients or employees of organizations.
• Work closely with administration to assess family needs in order to develop programming that is specific to those identified needs.
• Attend external meetings as the ICC program representative and client advocate.

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

• Bachelor’s degree in Communications, Public Relations or related fields, preferred.
• Demonstrate self-starter/initiative, ability to work independently and with teams.
• Ability to work with a diverse staff, motivate and assure accountability.
• Knowledge of Essex County and City of Newark social services network a plus.
• Excellent human relation skills.
• Experience in working in a culturally diverse community setting.
• Bilingual in English and the Spanish language, preferred but not necessary.
• Sensitivity to cultural differences.
• Valid driver’s license with a good driving record.
• Computer literate (Microsoft Office suite - Word, Excel, Power Point) and social media savviness.

**ICC is an Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to BTCHiring@ironboundcc.org with the subject line “BTC Case Manager”