



JOB TITLE: Project Potential Case Manager

SALARY: \$28 to 32k depending on qualifications

TYPE: Full-time / 40 hours

ORGANIZATION SUMMARY:

The Link is a nonprofit founded in 1991 by two former Minnesota Vikings players in collaboration with the late Leonard Lindquist who shared a vision of bringing opportunity and positive relationships to disempowered youth living in impoverished neighborhoods. This grassroots initiative has since blossomed into an experienced youth service organization serving the community through advocacy, housing, education, and intervention services. Over the last 18 years, The Link has touched the lives of nearly 17,500 youth and their family members through our asset-based service philosophy. Today, The Link continues to build positive relationships with youth that create sustainable positive changes. The Link is an Equal Employment Opportunity Employer.

ESSENTIAL FUNCTIONS:

Provide case management and advocacy to assist at-risk youth to:

- Improve school attendance
- Increase high school graduation
- Improve behavior

GENERAL RESPONSIBILITIES:

Case Management and Youth Advocacy

Interviews and assesses clients to determine problems, resource needs and other factors related to case planning

Maintains consistent contact with all clients, prioritizing those in need

Refer clients to community resources when necessary

Provide one-to-one Three Principles training

Monitors school attendance and court order compliance

Provides necessary transportation according to availability

Programming

Develops programming to support youth in conflict resolution

Utilize Ansell-Casey Life Skills tools to teach youth independent living skills

Assists with employment training, placement, and job maintenance

Uses the Three Principles as conflict resolution and crisis management tool

Facilitates groups, activities, and service projects for youth

Facilitates curriculum-based instruction of the Three Principles

Relationships

Establishes and maintains relationships with referring agencies, community and government agencies, community members, and schools

Creates safe and supportive relationships with clients

Cooperates with representatives of law enforcement and criminal justice agencies

Reporting

Keeps updated records of all interactions with clients and any other contacts made on behalf of the clients

Reports to supervisors and referring workers in regard to clients' progress

Provides on-going monitoring and reporting of client's progress

Other

Assists in providing training, mentoring, direction and development of less experienced staff, interns and volunteers

Participates in creating and implementing new marketing methods

Shares resourceful information and resources with co-workers

QUALIFICATIONS:

BA degree in related field or 2 years of experience working with at-risk youth

Experience in completing intake and assessments of client needs preferred

Experience in creating goal/treatment plans preferred

Experience in group facilitation preferred

Desire to continuously learn for personal and professional growth

Ability to work effectively with and relate to diverse populations

Excellent communication skills, both verbally and writing

Professional demeanor

Ability to work independently as well as in teams

Demonstrated ability to efficiently organize, coordinate, track and complete multiple tasks as well as adjust to changing priorities

Computer application proficiency, including Microsoft Outlook, Word, Excel

Clean driving record and no criminal background

TO APPLY:

Interested applicants should send resume and cover letter to 1210 Glenwood Ave, Minneapolis, MN 55405

Attention: Project Potential Program Manager; or fax to 612-871-0755; or email to bprokop@thelinkmn.org. No calls please.