

## New Pathways for Youth

### Case Manager

#### 1. About New Pathways for Youth

At New Pathways for Youth, we're passionate about unlocking new possibilities for young people and supporting them in achieving their full potential through mentoring and life skill development. Over the past 30 years, we've transformed the lives of over 6,500 youth -- youth who experience poverty and four times the adversity of others their age -- to break through the barriers they face and change the trajectory of their life.

We are also passionate about the possibilities for our staff. We are looking for a dedicated individual that is mission focused, committed to self-care, open to personal and professional skill development, leads an integrated and balanced life that contributes toward our collective impact, approaches others by seeing the whole person and the contributions each person brings and honors a culture of accountability which instills trust so we can transform the lives of even more youth in our community. We operate in an open work environment that fosters collaboration and supports engagement among the staff.

This position is located in Phoenix, AZ. Your role in the team will be to support and strengthen programmatic efforts through 1-1 Mentoring, retreats/workshops, goal setting projects, college and career planning sessions, mentor coaching and support, evidence based and personal development curriculum.

#### 2. Job Responsibilities and Duties

Specific duties and responsibilities include:

- Coaching, developing, and supporting adult mentors in mentoring relationships with high-risk youth to reach college and career success
- Project and case planning with youth and their mentors to define clear steps to break cycles of poverty and adversity so that youth can achieve the future they want
- Maintaining a coaching and developmental mindset that allows youth and mentors to have breakthroughs in self destructive thought processes that lead to long term results
- Connecting guardians and families to resources necessary to create familial stability, allowing youth to fully invest in program outcome achievement
- Nurturing relationships with all clients (Mentors, Youth and Families), with end goal of youth realizing their full potential
- Engage in personal development to represent our model with integrity

#### 3. Employee Qualities/Traits

Essential qualities needed include being:

- Bachelor's degree in Social Work, Psychology, Education or Non-profit or a related field
- Able to connect with mentors, youth, and parents to meet them where they are
- Service oriented with high quality work
- Fact and procedural based decision maker
- Factual, polite communicator
- Independent work focus
- Shared authority with strong follow-up
- Multi-tasking with a sense of urgency for goal achievement in a fast-paced environment
- People/Relationships focus
- Team builder to inspire, motivate other and engage their commitment
- Collaborative decision-making who assumes responsibility for risk
- Extroverted, warm, enthusiastic, and empathetic
- Leadership based on ability to motivate others
- Strong commitment to results
- Delegate authority readily
- Must have a valid Arizona Driver's license and dependable transportation with ability to drive without restrictions
- 2 years of case management experience
- Arizona Level 1 Fingerprint Clearance eligible or approved
- Bilingual (English/Spanish) Required

#### **4. Organization Qualities/Traits**

New Pathways for Youth is a Caring, Driven, Effective, Distinct organization. Our culture is one that is motivated, goal oriented, empathetic, inclusive, and respectful. We apply research, data, and experience to reach intended impact, advancing good in our community.

#### **5. How to Apply**

To apply, please submit your cover letter and resume to Oscar Hidalgo at [ohidalgo@npfy.org](mailto:ohidalgo@npfy.org). Please include your name and the title of the position "Case Manager" in the subject line. Please include your salary requirements in your cover letter. Applications will be accepted until the position is filled.

#### **6. Additional details**

Salary is commensurate with experience and will be in the range of \$40,000 – \$45,000 annually. Benefits include health, dental, vision coverage and generous time off package. This position works Monday through Friday 9:30 am to 6:00 pm and is required to work one Saturday a month for workshops. Hours of Saturday workshop are 8:30 am to 4:30 pm. Staff get the following Monday off after working at a Saturday workshop. This position is also required to work at all intensive retreats which are held 5 times a year. Hours of intensive retreat are: Thursday 9:30 am to 8:30 pm; Friday and Saturday 7 am - 8:30 pm and Sunday 7 am - 6:30 pm. Staff get two days off following retreats as well as a pre-assigned monthly Acknowledgement Day to cover any additional time worked beyond their normal schedule. This position

requires some traveling so a dependable vehicle with the ability to drive without restrictions and proof of insurance is required. New Pathways for Youth is an equal opportunity employer.