



Job Title: Youth & Family Case Manager, the Backside Learning Center, Inc.

Reports To: Social Services Manager

FLSA Status: Non-exempt, Full-time (37.5 hrs)

Are you passionate about building community, social justice, and believe everyone should have access to quality education? Do you speak English and Spanish and want to incorporate your bilingual talents in a workplace environment? Are you driven to work toward contributing to an important mission of making Louisville a welcoming place for immigrants and others with diverse backgrounds?

The Backside Learning Center (BLC) is an independent, non-profit organization providing support and resources in a warm, welcoming environment to the diverse community of racetrack workers and their families. We are a non-traditional workplace, located in the heart of the backside, amongst the stables of Churchill Downs racetrack. We are one of the backbone agencies in Louisville with a focus on Trauma Informed Care, prioritizing the establishment of a healthy work environment and self-care practices. We pride ourselves in being a flexible, encouraging, and democratic environment.

We are a small but mighty team-oriented organization that has grown exponentially in recent years, located at the workplace of our adult clients, making us accessible and an integral part of the backside community. Many clients also live on the racetrack and the backside is like a small town. When you come into work each day, you are coming into a community (an added perk includes being able to walk out of your office and pet a horse or watch a goat stroll by!).

Summary of Position

We are looking for a caring, passionate, ethical, and organized individual to work as a youth and family case manager to support, advocate for, and empower K-12 JCPS students and their families who are considered homeless under the McKinney Vento Act. They are facing stressful situations that interfere with their safe and healthy engagement within JCPS. This position is grant-funded and requires that 75% of the case manager's job focus on recruiting, screening, and carrying out holistic case management for youths and families to accomplish their goals. The other 25% of the job will be in supporting the Social Services Team in other programs and services: assisting in the Fresh Food Market program, our Creciendo Juntos youth program, and any other applicable cases or programs. This position will work in collaboration with other BLC





program team members to ensure the successful completion of case plans and other wrap-around services.

This position's schedule must be flexible due to the students' JCPS schedule and their family's work hours. Depending on their needs, some evening and weekend hours are necessary.

Candidate will enjoy

- Serve as the BLC's point person regarding McKinney Vento eligibility, data collection, and procedures for other BLC staff to follow.
- Working as part of a dynamic, energetic, and passionate team of BLC staff and interns.
- Providing holistic case management for children and families needing comprehensive support to navigate through life challenges and specifically to support JCPS students in successfully engaging in school and out-of-school time programs.
- Connect clients to resources with appropriate agencies to other racetrack-specific service providers or external agencies and resources.
- Maintain regular communication with BLC staff regarding client needs.
 - Actively participate in weekly staff meetings with the Social Services Team.
- Create and carry out in collaboration with clients, JCPS, and any other appropriate organizations a case plan to ensure the client's goals are completed.
 - Maintain ongoing communication with clients, JCPS, and community agencies to ensure the case plan of the client is being completed and all information is up to date and clearly communicated among all necessary parties.
 - Hold case plan meetings with clients, their families, JCPS, and any appropriate community agencies.
- Establish partnerships with agencies and service providers in the community who can provide direct services to clients to complement those provided internally.
- Offer culturally and linguistically appropriate direct services for BLC clients such as translations, assistance with filling out paperwork, and transportation access.
- Maintain regular communication with necessary BLC staff regarding the program, client, and volunteer needs (volunteer coordinator, youth program K-12 staff, social worker, deputy director, communications and marketing manager, etc.)





- Maintain updated case notes, attendance records, intake/exit assessment records, and any other data necessary to identify areas for improvement as well as program successes, including data required by program funders.
- Organizational support to practice self-care.
- Participating in the team environment to assume other duties as assigned when necessary.

Qualifications and Expectations:

- Native or near-native Spanish language ability required
- College/University Diploma: Social Work degree preferred
- Experience working in education with schools or community groups
- Experience working with diverse populations and cultures
- Excellent written, verbal communication, and interpersonal skills
- Self-motivated with strong organizational skills
- Strong commitment to the mission of the BLC
- Computer skills including Microsoft Office, CASCADE, email, internet navigation, and effective use of social media
- Must have a reliable form of transportation and valid driver's license
- Must pass a comprehensive criminal background check
- *Proof of being fully vaccinated against COVID-19*

Benefits and Compensation:

- We offer a generous benefits package, along with a supportive, team-oriented environment.
- School-aged children of employees can participate in youth programming as a support to staff with children.
- Medical, dental and vision insurance is available starting from the date of hire.
- A simple IRA plan available with up to a 3% match.
- 20 days of paid time off in first full year of employment
- 12 paid holidays off
- One month paid maternity leave after one year
- Opportunities to attend high-quality professional development trainings.
- Salary Range: \$35,000--\$45,000





DISCLAIMER

The preceding description is not designed to be a complete list of all duties and responsibilities required by the position.

We are committed to equality of opportunity in all aspects of employment. It is our policy to provide full and equal employment opportunities to all employees and potential employees without regard to race, color, religion, national or ethnic origin, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability, or any other legally protected status.

The BLC values a diverse set of experiences in work, education, and life. We take a holistic approach to every applicant and consider these experiences in the selection process.

Application Process: Please submit a resume and cover letter to Lauren DeGeorge, deputy director, at ldegeorge@backsidelearningcenter.org

Deadline to Apply: September 30, 2023

