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MentorConnector.com

## Case Manager Job Description

The Mentor Connector, Rutland County's youth service organization, is growing and **WE NEED YOU!** Our fun-filled office is looking for a dynamic team player to lead our mentoring program. The Case Manager recruits, screens, trains, and supervises volunteer mentors and youth through high-quality case management and support. The ideal candidate would be an energetic self-starter, have experience in the human service field, and love working with youth and families.

**This Full-Time position includes medical and generous paid time off for holidays, sick leave, and vacation. A flexible and team-oriented work environment. Part-Time position may be considered for right candidate.**

### Responsibilities include:

- Recruit youth and mentors, creating and implementing training, providing ongoing support, and program evaluation.
- Oversee the Mentor Training Program to provide comprehensive mentor orientation and ongoing professional development to each mentor.
- Oversee program adherence to The Mentor Connector's policies and procedures as well as to the Elements of Effective Practice.
- Collaborate with area schools, human service organizations, and community based groups to advocate for youth and families, recruit referrals, and remain up-to-date on data related to mentoring / family support.
- Provide monthly case-management and referral support to a caseload of mentors, youth, and families.
- Assist in the development of and work alongside the Mentor Advisory team, to plan and implement group events including group discussions and activities focusing on social/emotional skills, workforce development and educational curiosity for youth and mentor matches.
- Oversee data collection and maintain accurate and confidential paperwork.
- Attend fundraising and outreach events, staff meetings, and community meetings.
- Remain up-to-date on best practices and the latest research related to mentoring for high risk youth.
- Any additional duties as assigned by the Program Director or Executive Director.

**Direct Supervisor: Program Director**

### The selected candidate will possess:

- Bachelor's Degree in Human Services / Behavioral Science or equivalent job experience with one year of Social Work related experience required.
- Current driver's license, clean driving record along with cleared background check

- Clearance through fingerprint based FBI background check must be completed prior to hire.
- Strong interpersonal skills a must
- Experience working with issues related to homelessness, substance misuse, mental health, and history of trauma informed care desired
- Excellent verbal and written communication skills
- Value growth mindset in the workplace and ensure that the organization's mission, values, and character are expressed throughout programming.
- Strong time management and organizational skills a must.
- Ability to work independently but also a team player with a “do whatever it takes” attitude.
- Ability to work varied hours to meet the needs of clients (including nights and weekends).
- **Candidate must complete a Federal Background Check and possess reliable transportation as position requires 20%-30% travel within Rutland County.**

Salary range \$42,000-\$45,000 a year

Please send cover letter and resume to [hireme@MentorConnector.com](mailto:hireme@MentorConnector.com).  
A cover letter **MUST** be submitted to be considered for the position.  
Applications will be accepted until position is filled.

*The Mentor Connector is an Equal Opportunity Employer.*