

## **AIRS/ City Steps Youth/Young Adults Case Manager**

The AIRS/City Steps Youth Case Manager provides case management support to formerly homeless youth (18-24), with the intent of stabilizing them and promoting self-sufficiency. The Case Manager works creatively as part of a team, and is responsible for helping residents create and implement individual service plans and for coordinating referrals to other service providers as needed. The position reports to the Clinical Supervisor.

### **Responsibilities:**

#### **GENERAL REQUIREMENTS**

- Provide case management services for young adult residents (18-24) who are housed in the congregate and scattered site apartment units.
- Coordinates and supports the work of GEAR, especially with respect to educational and training connections, collection of education and employment data, and job support.
- Provide job readiness assistance
- Assist and monitors the intake process
- As part of a team, develops youth resource events and activities that are both culturally appropriate and in line with the residents stated interests and goals.
- Perform a written needs assessment through face-to-face interview with resident to identify personal goals and develop an individual service plan.
- Work closely with Life Skills Educator and GEAR Coordinator in supporting the growth and development of clients' income, household management skills and education, particularly the first 18 months in housing.
- Utilizes excellent knowledge of community resources
- Establish working relationships with referral resources.
- Participate in regular staff meetings and case conferences.
- Develops strategies that focus on crisis intervention, peer to peer relationships and conflict resolution.
- Adhere to basic confidentiality standard for AIRS clients
- Complete documentation that is timely and complete. (90% Level)

#### **EXEMPLARY PERFORMANCE**

- Takes initiative, with positive suggestions, volunteers on new projects, brings new resources to City Steps Clients.

- Attends and participates in AIRS/City-sponsored events, such as fundraisers, Volunteer Appreciation events, weekend or special evening presentations.
- Is viewed as an outstanding team player by his/her peers
- Documentation is timely and completes (100% level).
- Seeks out and attends continuing education opportunities that increase skill level (24 hours annually)

### **Qualifications**

1. Master's degree in Social Work from an accredited institution and State of Maryland Licensing (LGSW or LCSW-C) and a minimum of 3 years experience working with youth in a medical, substance abuse or mental health environment.
2. Additional experience with youth, and issues relating to homelessness, mental health, foster care or trauma preferred.
3. Good written and verbal communication skills, as well as computer literacy.
4. Effective time management skills.
5. Must have access to reliable transportation.
6. Current Driver's License, auto insurance and acceptable driving record
7. Ability to work 9-5 M-F with some flexibility for occasional evening/weekend activities

\*Applicants are subject to Criminal Background Check and Drug Screen. TB Check upon job offer.

Please forward resume, cover letter and salary requirements to:

Linda Richardson, Operations manager  
[Linda@airshome.org](mailto:Linda@airshome.org) or Fax: 410-576-5074

**No Phone Calls Please.**