Job Announcement

Briarpatch Youth Services Inc. is a private non-profit organization, providing youth development, outreach, counseling, shelter, and supervision services to over 2,000 youth annually.

Job Title: Transitional Living Program Case Manager

Job Description: Individuals in this position develop and oversee the provision of services to homeless young adults residing in a Transitional Living Program facility, while also providing case management services to youth/young adults not staying in the TLP.

Qualifications: Requires a Bachelor’s Degree in human services or a related field from an accredited college or university and at least two (2) years of full-time experience working in a human services or youth development setting. Prior experience working with runaway and homeless youth or homeless young adults, with knowledge of trauma informed care, and/or crisis intervention services is preferred.

Duties and Responsibilities:

* Provides assessment and case management services to the targeted client population.
* Provides outreach to the target population as directed by the TLP Coordinator.
* Provides client services on-site at the Briarpatch TLP facility at least 4 days weekly.
* Works as the member of a team with the TLP Coordinator, student interns, and volunteers to provide services to TLP clients.
* Provides services in accordance with agency policies and procedures and funding source guidelines.
* Collects service provision and target population data as required by the agency and/or by funding sources.
* Records collected data in the appropriate format.
* Opens and maintains a Client Case Record for all assigned clients.
* Spends at least 80% of authorized work hours providing services to the target population.
* Maintains regular contact with other agencies providing services to the target population.

Salary & Benefits: Annual Salary is $28-30K based on experience and education. Benefits include: health, dental, life, and disability insurance; paid holidays; SEP and 403B plan; flex spending account; mileage reimbursement; and generous paid time off.

Work Hours: Full-time, 40 hours per week with some evening and weekend hours required.

Transportation: Reliable transportation is required.

To Apply: No calls please. Submit a resume with a cover letter by 4:00pm on January 31st to:

Briarpatch Youth Services ATTN: TLP Coordinator
2720 Rimrock Road
Madison, Wisconsin 53713
or tyler.schueffner@briarpatch.org

Briarpatch Youth Services, Inc. is an Affirmative Action/Equal Opportunity employer.