



## POSITION ANNOUNCEMENT

Date of Notice: August 17, 2023  
Name of Position: Supportive Employment Case Manager  
Respond to: Pathfinders  
4200 North Holton St, STE 400  
Milwaukee, WI 53212

Closing Date: When filled  
Status: Full-time  
Contact: [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org)

### Job Purpose and Reporting Structure:

Under the direction of the Outreach Drop-In Center Program Manager, the Supportive Employment Case Manager provides assistance to youth ages 11-25 seeking resources and support by providing individual case management assistance that provides basic needs resources, case management services, and access to resources provided by a network of over one dozen collaborative community partner organizations

### Essential Duties and Responsibilities:

1. Work cooperatively and effectively with the agency's Drop-In Center team, Street Beat youth street outreach specialists and New Paths advocates in order to coordinate services and maximize youth access to necessary resources and assistance.
2. Provide intensive and ongoing case management services geared toward helping youth and young adults to exit the streets into safe and secure transitional and permanent housing.
3. Increase youths' access to mainstream community resources available through the Drop-In Center and within the Greater Milwaukee area. Work effectively with program's collaborative partners to ensure successful service access.
4. Provide individual and small group assistance to youth seeking resources and services from the program. Facilitate youth seeking first time assistance by helping them complete individual personal profiles and needs assessments.
5. Support youth employment skills development through implementing experiential learning activities, soft skills practice, and other supported employment opportunities.
6. Maintain client records and complete necessary reports of activities, inputs, outputs, and outcomes.
7. Participate in all program and agency meetings, trainings, and development opportunities.
8. Other duties may be assigned.

### Supervisory Responsibilities:

- Provide supervisory support to any appropriate programmatic unpaid staff of volunteers and/or AmeriCorps members, carrying out responsibilities in accordance with the organization's policies, procedures, and all applicable laws

### Qualification Requirements:

- Education generally equivalent to a Bachelor's degree in the human services field is preferred. Trauma-informed care training is required, but can be obtained after hiring.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### Additional Information

\$36,000 - \$45,000 annual salary.. Enjoy generous PTO, Benefits and the opportunity to join a caring and committed team of professionals.

### Response

Send letter of interest, current resume and salary expectations via email to [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org). Please specify which position you are applying for. Organizational information can be found at [www.pathfindersmke.org](http://www.pathfindersmke.org). No phone calls will be accepted.

**An Equal Opportunity Organization** - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.