

**Job Description**

**After-Care Case Manager (OYP) (Part Time)**

**Title:** After-Care Case Manager – New Rochelle

**Exempt Status:** Non-Exempt

**Immediate Supervisor:** Regional Director

To forge a new approach to the emerging adult population, the New York State Unified Court System launched the Opportunity Youth Part (OYP) in New Rochelle City Court in October 2020. OYP serves young people ages 16-24 who are not in school, unemployed or under-employed, and typically disconnected from positive services within their communities. Westcop’s OYP community-centric approach provides a bridge between participants and the community, linking eligible young adults facing misdemeanor or felony charges to mental health, job training and placement, substance use, academic and mentoring services, with support from a collaborative of local stakeholders including the District Attorney’s office, defender associations, academics, educators, health care professionals and other local community organizations. The OYP program is grounded in strategies and practices that are developmentally appropriate and trauma informed, and encourages the participants to make thoughtful decisions about their daily choices.

**Job Description**

An After-Care Case Manager, up to 25 hours/week position for one year. This position is vital to maintaining a connection with OYP participants once they have been sentenced and enter a less intense period of court supervision. It is a particularly vulnerable time for the emerging adults, and an After-Care Case Manager would help fortify the progress made during their time in the OYP and would aim to prevent relapse. The long-term effectiveness of the OYP and, consequently, its impact on public safety, will be determined by the actions of OYP participants after they “graduate” from the intensive OYP Court. Specifically, the After-Care Case Manager responsibilities will include:

- Assist youth/young adults after sentencing (Conditional Discharged up to 1 year) to remain active in the community and be able to link client services to provide skill building and independent living skills.
- Provide comprehensive advising and wrap around support.
- Implement various retention efforts.
- Provide registration and systems access services to participants.
- Manage that the participants contribute to their community environment and activities within the program.
- Communicate with the rest of the OYP case management team and the OYP Court Coordinator.

### **Key Working Relationships**

Internal: Director  
Program Coordinator  
Case Managers

External: Clients  
Community agencies  
NYS Court System / Staff

### **Supervisory Scope**

**Titles:** Student intern

### **Organizational Responsibilities**

Reports as assigned  
Client program contact data  
Case Notes

### **Minimum Requirements**

- A. Desirable level of formal education: Bachelor's Degree
- B. Total number of years of applicable experience to qualify: Must have 3 years
- C. Specialized knowledge, training and skill,
- D. Preferred but not required, Bilingual
- E. Use of automobile and valid driver's license

**Salary:** \$22.00/Hour @ 25 hours per week

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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### **SEND RESUMES & COVER LETTERS TO**

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