



## **JPNDC ECONOMIC PROSPERITY SERVICES**

### **Case Manager**

The **Jamaica Plain Neighborhood Development Corporation (JPNDC)** is a 44-year-old community development corporation with the mission of transforming lives and amplifying the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We develop affordable housing that allows people to thrive, provide services that help people build on their strengths, and organize people to pursue the changes they desire.

**JPNDC's Economic Prosperity Services** promote upward mobility for low-income residents in Boston through strategies that include job/career readiness training and 1:1 coaching; financial skills training and 1:1 coaching; and access to income supports that help low-income families increase their net income, stabilize their personal finances and work towards building wealth or assets over time. The Case Manager provides case management support to participants accessing Economic Prosperity Services.

#### **Responsibilities**

- Conduct initial intakes to all new clients
- Provide case management services to employment and financial coaching clients.
- Identify support services needed, assist with applications, facilitate service referrals, and connect clients with supportive services (i.e. fuel assistance, health insurance, child care, etc.); conduct follow-up.
- Participate in outreach activities to recruit and enroll participants.
- Collaborate closely with Family Child Care staff to engage these families to access employment, financial stabilization and coaching services.
- Engage and coordinate with agency partners to serve participants referred to JPNDC.
- Develop and maintain relationships with community resource agencies.
- Assist with coordinating financial education/work readiness workshops.
- Build positive working relationships with colleagues and collaborate on outreach, workshops, service coordination and resource development.
- Maintain accurate, timely records, enter client data into database and prepare reports.
- Assist with other duties assigned by supervisor.
- 100% in person (not a remote position).

#### **Qualifications**

- High School Diploma; Associates Degree in human services or related field a plus
- Bilingual in Spanish and English **REQUIRED**.
- 2 years experience providing case management to low income individuals, immigrants and diverse populations required.
- Excellent organizational, communication (both written and verbal) and interpersonal skills.
- Proficient in Microsoft Office Suite and Internet; some experience with client databases.
- Excellent problem-solving skills and ability to advocate on participant's behalf.
- Strong knowledge of community resources.
- Flexible schedule, including occasional nights and weekend hours.

**Employment Terms/Compensation:** This is a full-time, salaried position with generous benefit package; salary is negotiable depending on experience. Flexible schedule but must be available some evenings and occasional Saturdays on a scheduled basis.

**Email cover letter and resume to: [pliendo@jpndc.org](mailto:pliendo@jpndc.org) No phone calls please.** Positions open until filled.

**JPNDC is an Affirmative Action/Equal Opportunity Employer.**