

**Case Worker**, Contracted hourly (15-20 hours per week)

\$35.00 per hour

February 1 - June 30, 2019

Application Deadline: January 18, 2019

## **Organization**

NECAT (New England Culinary Arts Training) provides industry specific training to chronically unemployed and under-employed adults. NECAT's 16-week, tuition-free program combines culinary arts training with professional development skills and job placement support. Program graduates are prepared for employment in restaurants, hotels, senior living facilities, hospitals, schools and other institutions. NECAT's vision is to use culinary education as a means of lifting Boston's most vulnerable populations out of poverty and onto a path of economic self-sufficiency. NECAT is a registered 501(c)(3).

NECAT is participating in a six month, state-funded Re-Entry Workforce Development Demonstration Program, an initiative of the Executive Office of Labor and Workforce Development in support of Governor Charlie Baker's effort to improve workforce outcomes among individuals returning to their communities after incarceration (i.e. returning citizens).

## **Position Overview**

Provide case management to 10-15 NECAT program participants who have been recently released from incarceration (within last six months) and are enrolled in NECAT's culinary training program. Ensure each student adheres to and completes the terms and conditions of NECAT's program requirements. Provide individualized social and emotional counseling to participants, coordinate efforts with students' case managers and counselors outside of NECAT as applicable, offer insight on student progress and development to chef instructors, connect students to outside resources and services as applicable and hold students accountable to NECAT policies and procedures.

## **Responsibilities include:**

- Assess returning citizens' needs, challenges, and strengths using assessment tools and through collaboration with correction release administrators
- Hold weekly one-on-one sessions with each student in case load.
- Maintain an accurate and complete case file for each participant.
- Develop individualized plans for student supervision and progression monitoring.
- Attend and represent NECAT at multi-agency case support meetings.
- Develop, sustain, and evolve partnerships with support organizations to connect students and alumni to services.

- Ensure that each student understands his/her responsibility to obtain culinary employment post-graduation.
- Encourage pro-social behavior, utilize positive behavior change techniques
- Enter student data, progress and meeting notes into computer database to satisfy both internal NECAT and state grant requirements
- Perform assessments/reassessments as required.
- Collaborate with NECAT's Career Services Director to ensure an employment placement for graduates in a CORI-accepted work environment; one that pays a Boston Living Wage; offers opportunity for advancement and best suits the graduate's needs and skill set.
- Support, promote and adhere to the mission, values and Code of Conduct of NECAT.
- Supports NECAT's commitment to treating all persons with dignity and respect.

#### MINIMUM QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- Bachelor's degree (BA/BS) from accredited four-year college or university in Criminal Justice, Social or Behavioral Sciences or a related field required.
- One year related experience required, at least one year of experience with individuals involved in the criminal justice system preferred.

#### SKILLS

- Ability to communicate effectively both verbally and in writing with a variety of constituents
- Ability to complete assessments and develop case plans.
- Ability to enter data, generate reports and create communications from variety of software programs and databases.
- Ability to remain calm in stressful situations.
- Knowledge of the cultural and socioeconomic characteristics and appropriate techniques and practices for the student population.
- Ability to interact effectively as a team member and independently with NECAT staff, stakeholders, and with diverse student base.
- Must pass background check including CORI, SORI and be granted access to state criminal databases.
- Experience in Motivational Interviewing preferred.

#### TO APPLY

- Please send a thoughtful cover letter and resume to Martha Leahy at: [mleahy@ne-cat.org](mailto:mleahy@ne-cat.org)