



**Lawndale Christian Legal Center**  
**MAC House Case Manager**  
**Job Description**

Description of Organization

Lawndale Christian Legal Center (“LCLC”) is the only organization in Chicago where lawyers and social services work together to support high-risk justice involved youth right in their own neighborhood. Founded in 2010, LCLC’s unique model of community-based holistic legal services serves youth, age 24 and younger, in the Lawndale area. LCLC envisions a North Lawndale community where youth are embraced by their families and community, restored from trauma, empowered to lead, and free from the criminal justice system. LCLC integrates criminal defense legal representation with social services such as intensive case management, outreach, mentoring, detention reduction programming, workforce development, and mental health services. LCLC is the only legal organization that is community-based and serves youth holistically through the end of their sentencing period after their case is over. More information on LCLC can be found at [www.lclc.net](http://www.lclc.net).

Job Description

The MAC House Case Manager will work with LCLC’s MAC House Co-Directors, Karen Jackson and Maggie Connelly, to provide case management services for young men in the MAC House program. Lawndale Christian MAC House program (“MAC House”) is a residential program that provides social supports, hard skill trainings, union placement, and employment with major contractors for young men in North Lawndale, ages 18-24, who have come through the criminal justice system. Residents are expected to live in the MAC House for approximately three years as they complete hard and soft skill trainings, gain manufacturing/factory employment experience, manual labor and construction experience, and seek personal development through weekly support circles, case management, financial management classes, mentoring, and individual counseling. The goal is to move MAC House residents into independent living, financial stability, and responsible home/car ownership. More information on the project can be found at [www.lclc.net/programs/machouse](http://www.lclc.net/programs/machouse).

Responsibilities include:

- Provide ongoing outreach and engagement to build relationships with MAC House residents
- Meet with residents individually 1.5 hours per week to provide one-on-one case management support
- Help residents create their own treatment plan for personal growth and career development
- Support residents’ ongoing development and implementation of their treatment plan
- Engage families in services, when appropriate, to support residents
- Follow up on residents’ job performance, program participation, and ongoing job coaching and support
- Complete psycho-social assessments, including individual interviews and collateral conferences
- Assist in planning field trips and coordinating onsite supportive services to build residents competencies and exposure to new experiences
- Help residents obtain and maintain substance abuse treatment, psychiatrist appointments, medications, housing, and other support if needed
- Assist in drug-testing residents
- Help coordinate residents’ use of LCLC vehicles for work purposes only
- Work with community partners and other LCLC staff, including outreach workers, lawyers, and mental health providers
- Maintain accurate case notes, attendance records, and data entry into LCLC’s Civicore database
- Participate in trainings and program evaluation, including surveys and reporting, as directed

Qualifications and Requirements:

- Required: B.A./B.S. degree from four-year college or university
- MSW preferred
- Four years of experience working with high risk African American youth and emerging adults
- Knowledge of nonprofits, electronic data collection, and case management
- Strong attention to detail, excellent organizational skills, proactive problem solving, and strong follow up
- Proficiency in Microsoft Word and Excel
- Ability to travel locally, transport residents, and work well in teams
- Must be trauma informed, compassionate, and motivated to help those with highest need of services
- Strong leadership and communication skills in both group and individual settings
- Willingness to live in North Lawndale
- Minorities encouraged to apply
- Must be willing to work evening and weekends

Application

Please submit cover letter, resume, and three references to Karen Jackson at [kjackson@lcllc.net](mailto:kjackson@lcllc.net)