



Strong Futures Case Manager Job Description

Description of Organization

Lawndale Christian Legal Center (“LCLC”) was founded in 2010 to provide legal services grounded in restorative justice for youth, age 24 and younger, in the Lawndale area. LCLC’s vision is to raise up justly treated youth who are embraced by their families and community, restored from trauma, empowered to lead, and free from the criminal justice system. LCLC provides legal representation integrated with social services such as case management, mentoring, after school programming, workforce development, and mental health services. LCLC is the only legal organization that serves youth through the end of their sentencing period after their case is over. As a community-based organization, LCLC serves residents from Chicago’s North Lawndale community. More information on LCLC can be found at www.lclc.net.

Job Description

The Case Manager will work with youth, age 18-24, who are involved in the juvenile and adult criminal justice systems, to set and achieve educational, employment, and personal goals and will support youth to develop positive pro-social attitudes and behaviors, maintain court compliance, and decrease engagement in violent behavior.

Responsibilities include:

- Maintain a case load of 15-20 emerging adults, age 18-24, involved in the criminal justice system
- Recruit, enroll and provide program orientation for each referred adult
- Complete Social Assessment, Self-Sufficiency Matrix, and develop Individualized Service Plan with each individual indicating short and long term goals and the steps needed to achieve those goals
- Meet with each emerging adult weekly (home, school or in the community) to provide one-on-one mentoring support, complete assessments, individualized service plans, make referrals to community services identified through assessment, and work with adult to increase job retention
- Conduct monthly cohort meetings, providing life skill training
- Coordinate job fairs and workshops for program participants
- Refer participants to NLEN’s U-Turn Permitted Program for workforce development training
- Collaborate and maintain regular communication with NLEN Workforce Coaches on referred adult’s progress and next steps for employment
- Conduct job site visits, building relationships with employers to increase job retention
- Collaborate with LCLC staff, attorneys representing adults and program staff to foster a team-based intervention approach
- Collaborate with LCLC workforce program staff, connecting adults to eligible programs
- Maintain accurate case notes, attendance records, electronic records in LCLC and CitySpan databases, and hardcopy files
- Participate in program evaluations, including participant surveys and reporting, as directed
- Attend community meetings to build relationships with community service providers
- Attend all trainings as required

Qualifications and Requirements

- 3+ years experience engaging and building mentoring relationships with court-involved, urban minority youth
- Self-starter that is passionate about supporting underserved youth
- Strong leadership and communication skills in both group and individual settings
- Valid driver’s license and vehicle for attending meetings and transporting youth
- Travel to meetings in the community, including home and school visits
- Willingness to live in North Lawndale
- Minorities encouraged to apply
- Master of Social Work preferred

Application: Please send cover letter and resume to Kim Rueter at krueter@lclc.net.