



**Title:** Case Manager  
**Status:** Full-time Exempt  
**Reports to:** Case Manager Supervisor  
**Salary:** Commensurate with Experience

## Description of Organization

Lawndale Christian Legal Center (LCLC) provides North Lawndale justice-involved youth, 24 and under, with community-based holistic legal services. This highly relational and innovative model of holistic defense is performed by an interdisciplinary team of attorneys, case managers, outreach workers, and wrap around supports working seamlessly together in the community to support, serve, and advocate for youth and young adults in contact with the criminal justice system. Our holistic team works together to meet the various needs of our youth at every phase of the criminal justice system from diversion, court advocacy, and reintegration during probation or parole. By serving youth holistically in their community, LCLC is leading the transformation of the traditional criminal justice system by establishing new best practices in community-based holistic interventions that are more effective and cost less. More information on LCLC can be found at [www.lclc.net](http://www.lclc.net).

## Who You Are

You are someone who has been called to fight injustice and help vulnerable young people thrive. You believe everyone has the right to a fair legal defense and would like to do your part to help young people in Lawndale exercise that right. You are gifted at pitching in where needed, have a wonderful demeanor, and bring organization and professionalism to all you do.

## Job Description

The Case Manager will work with youth, as well as emerging adults ages 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 through utilizing LCLC's Legal/Social community based holistic care model.

## Required Qualifications

- 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
- Candidates from North Lawndale encouraged to apply
- Master of Social Work preferred

## 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 and intake 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 successful completion of set goals.
- Collaborate and maintain regular communication with LCLC staff, attorneys and other program staff to foster a team-based intervention approach
- Maintain accurate and timely case notes, attendance records, electronic records in all required databases, as well as maintaining 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

#### Application

Please submit cover letter, resume, and list of three references to Hakeem Ward at hward@lclc.net. No phone calls please.

*Lawndale Christian Legal Center is an equal opportunity employer.*

*We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve. We especially encourage applications from residents of the Greater Lawndale community.*