



SUNY SYSTEM ADMINISTRATION SPONSORED PROGRAMS OFFICE  
UNIVERSITY CENTER FOR ACADEMIC AND WORKFORCE  
DEVELOPMENT  
**JOB ANNOUNCEMENT**

Ref# 1617UCAWD79532

**TITLE:** Case Manager/Counselor – Educational

**OFFICE:** Gay Men’s Health Crisis, Inc. (GMHC)

**LOCATION:** New York, New York 11101

**SALARY:** \$40,000 - \$45,000

**FUNCTION SCOPE:** ATTAIN (Advanced Technology Training and Information Networking) is a Statewide technology and initiative that provides urban and rural communities access to state-of-the-art technology. Through innovative technologies ATTAIN provides under-served and under-educated community residents academic, vocational, life skills and workplace readiness training. The Case Manager/Counselor will provide case management, counseling and support services to participants.

**DUTIES:**

- Determine participant TANF eligibility.
- Enroll and update participants in the ATTAIN databases.
- Assess participant’s educational background, employment history and create an employment plan.
- Provide ongoing case management and counseling to assigned participants as well as maintaining client case files and detailed case notes.
- Develop & maintain partnerships internal and external to provide participants with a continuum of supportive pre-employment and post-employment programs and services.
- Conduct follow-up with internal and external partners providing programs and services to assigned participants to ensure participant needs and goals are met.
- Refer participants to appropriate community programs and services not provided by ATTAIN as needed.
- Address support service needs of participants engaged in off-site field based mentoring, job shadowing, and/or on-the-job training opportunities.
- Provide intervention or assistance for participants at the learning stations, as needed.
- Assist employed participants on-site and off-site in overcoming barriers that may affect their ability to retain employment.
- Assist agency staff in planning and coordinating special events for participants.
- Assist in providing appropriate assessment, evaluations and maintaining appropriate participant records.
- Participate in the design and delivery of orientation and life skills workshops and other appropriate workshops.
- Attend required meetings and prepare all required reports as identified.
- Perform other ATTAIN duties appropriate to the assigned job title

**SPECIAL SKILLS:**

Must possess a strong commitment to social welfare and possess the necessary assessment skills to evaluate participant’s needs and problems. Ability to effectively develop and implement Individual Action Plans. Must have excellent interpersonal, oral and written communication skills. Must be organized and able to manage time effectively. Proficient in Microsoft Office Suite and possess the ability to use the internet as an instructional tool. Bilingual a plus.

**EDUCATION & EXPERIENCE:**

Master's degree in Educational, Counseling or Psychology required. Two years work experience in counseling, case management and crisis intervention preferably working with TANF and economically disadvantaged populations. Experience conducting workshops and presentations. Demonstrated experience in creating and maintaining successful working partnerships/collaborations. Some weekend and evening hours are required. Routine local travel required.

*Please submit a writing sample along with cover letter and resume.*

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, FEMALES, MINORITIES, DISABLED, VETERANS**

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Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. If you are interested or if you know someone who might be interested, send a resume with cover letter to

**<http://systemrf.interviewexchange.com/candapply.jsp?JOBID=79532>**

Position offered through the SUNY System Administration Sponsored Programs Office, an operating location of The Research Foundation for SUNY, a private, non-profit corporation.

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