



**Boxwood Learning Center**  
Supporting the Champions  
of this Generation

Job Title: Case Manager - Community Drop-In Center

Location: Roselle, NJ

Employment Type: Full-time

Salary: \$25 per hour, 30 hours a week

Start Date: May 20, 2024

**About Boxwood Learning Center:**

Established in 2019, Boxwood Learning Center is a pivotal entity in Union County, dedicated to supporting justice-involved, foster care, and other high-risk youths. Our holistic approach focuses on educational and support services grounded in restorative justice, aiming to reintegrate and empower these individuals into society through our various programs.

**Job Summary:**

The Case Manager at the Community Drop-In Center will play a critical role in supporting the diverse needs of our youths. This position involves targeted case management services focusing on social, emotional, and behavioral challenges. The Case Manager will work directly with youths attending the center, providing guidance, support, and connecting them with essential services.

**Key Responsibilities:**

- Conduct intake assessments to identify the specific needs of youths.
- Assist in developing and implementing personalized service/action plans.
- Maintain regular contact with service providers to coordinate and enhance support for youths and their families.
- Research and connect clients with appropriate community services and resources.
- Monitor and update youth action plans monthly, in collaboration with the program coordinator, the youth's family, and other professionals.
- Maintain detailed records and ensure that documentation is audit-ready at all times.
- Participate in the organization's Performance Quality Improvement (PQI) initiatives.
- Assist in communication activities, including newsletters and social media announcements.
- Organize and conduct workshops for volunteers and staff, focusing on enhancing their capabilities in supporting our youths.

**Position Requirements:**

- High School Diploma or GED required; a degree in mental health, human services, or a related field from an accredited university is preferred.
- At least 3 years of experience in case management or a related field, with a strong preference for experience in youth services.
- Must pass a criminal record and child abuse registry background check as required by the State of New Jersey.

- Excellent organizational and communication skills, with the ability to multitask and manage multiple cases efficiently.
- Empathetic and supportive, with a strong commitment to the developmental needs of at-risk youth.

**Benefits:**

- Paid time off after 60 days
- Opportunities for ongoing professional development in a supportive work environment