

Case Manager *MSW*



About Kitchens for Good:

Kitchens for Good is a social enterprise non-profit that break the cycles of food waste, poverty and hunger through innovative programs in workforce training, healthy food production, and social enterprise. Kitchens for Good operates community kitchens that provide culinary job training for the unemployed, while simultaneously transforming cosmetically imperfect produce into nutritious meals for the hungry. In addition to tackling issues of food waste, hunger and unemployment, Kitchens for Good operates a profitable food and catering enterprise that creates livable wage jobs for culinary graduates, and generates profits to reinvest into social programs. Since launching in September 2015, the organization has grown from 2 to 50 employees, operating a \$1.5 million catering company.

Kitchens for Good is seeking a Case Manager to support their client's participating in a 12 week Culinary Apprenticeship Program.

About the Apprenticeship Program.

Project Launch is a culinary apprenticeship program that helps prepare 85 unemployed individuals per year to thrive in careers in the food service industry. Students represent various underserved populations including youth aging out of the foster care system, older adults exiting the prison system, those with substance abuse and mental health diagnosis and veterans. Our 12 week training programs takes a “whole-person” approach to vocational training, incorporating culinary arts, nutrition education, resume writing, and financial literacy. Students practice their culinary skills and give back to the community during classes by preparing healthy meals that are distributed in partnership with other social service organizations. Graduates will receive technical culinary education, industry certification, and internship and job placement services.

Position Description

The Case Manager will be key on working side by side with the Career Coach in effectively recruiting qualified students, developing relationships with the students, and helping to meet the needs of the students by matching them up with local resources. This position will also coordinate and manage data in regards to outreach, job placement and student support.

Essential Job Responsibilities:

I. Workforce Readiness Sessions

- Facilitate at least one classroom session a week regarding coping skills.
- Adjust classes based in the unique challenges and needs of each cohort
- Meet one-on-one with students on a weekly basis to discuss progress in the Project Launch program and discuss career goals.

2. Recruitment & New Student Orientation

- Conduct recruiting sessions at partner agencies when needed
- Schedule and interview Project Launch candidates
- Track all new candidates in Salesforce database
- Order supplies for first day of class (notebooks, manuals, knives, uniforms)

3. Student Services

- Work with students to create strategic “personal life contracts” to determine wrap-around service needs for each student during and after the 12-week program
- Meet with students weekly to provide support and referrals according to personal and professional needs
- Work closely with social service agencies in order to track progress of referrals and provide feedback
- Track progress of Kitchens for Good graduates for up to two years and provide referrals to graduates for wrap-around services
- Keep Parole and/or Probation Officers regularly informed about individual clients.
- Log thorough case notes

5. Agency Relationships

- Develop partnerships with other organizations that meet the needs of students (i.e. literacy, housing, medical, dental & vision, grief/loss, trauma, substance abuse, children (if they have them), and behavioral health)
- Represent Kitchens for Good in external meetings related to social services and resources for students
- Attend appropriate resource fairs to develop and grow existing network of service referral partnerships
- Maintain agency contact and referral log
- Assist with developing tracking mechanism for progress and outcomes

6. Other Responsibilities

- Participate in regular Programs team meetings and events
- Attend community meetings and panels focusing on issues pertaining to Job Training
- Responsible for scheduling ‘On the Job training’ hours with the Career Coach
- Responsible for supporting the alumni program with the Career Coach
- Responsible for supporting the Program Director as needed for special projects (graduation)

Education and Experience:

- Experience as a therapist, counselor, case manager, facilitator, or other transferable position
- Masters in Social Work (MSW) from an accredited school of social work
- Licensed Clinical Social Worker (LCSW) (Preferred)
- Experience working with any or all of the following:
 - Foster youth
 - Ex-offenders
 - Addiction, recovery, and other life-challenges
 - Job training, job placement, adult education, and adult literacy
 - Experience with community development and inter-agency collaboration
 - Experience supervising interns and volunteers
 - Experience working with agencies and local service providers in San Diego County including navigating referral process (desired)
 - Experience with Career Centers and federal benefits (desired)

Qualifications:

- Excellent people and communication skills
- Bilingual in English and Spanish (Strongly Preferred)
- Experience using database systems for tracking purposes
- Ability to assess the basic needs of students and provide proactive solutions
- Familiarity with other San Diego social service agencies
- Familiarity with available federal and state benefits that students may qualify for
- Proficient in Microsoft Office Applications

Salary: \$DOE

Reports to: Director of Programs

Hours: 8:00am-4:00pm

Part Time/Full Time: Full Time

Days: Monday- Friday

Start Date: July 1, 2017

Please email your resume and cover letter to aviva@kitchensforgood.org