

## **Kitchens for Good**

### **Job Description**

**POSITION TITLE: Case Manager**

**REPORTS TO: Director of Career Services**

**FLSA STATUS: Non-exempt**

**Job Type: Full Time**

**Who we are:** Kitchens for Good (KFG) believes that kitchens are economic engines for good in their communities. Kitchens for Good is a 501(c)(3), social enterprise that breaks the cycles of food waste, hunger, and poverty through innovative solutions in workforce training, healthy food production, and profitable food enterprises. These enterprises include a robust catering and events operations, contract meal services, and activities conducted in enterprise kitchens. Kitchens for Good has been recognized for its innovative approaches and was recently voted Caterer of the Year by San Diego Magazine's readers.

**Position Summary:** Case Manager will work in close collaboration with the Project Launch team including the Director of Career Services and Chef Instructor. The Case Manager will effectively recruit qualified students, develop relationships with the students, and help 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 Functions:**

- Facilitate and teach at least one classroom session a week regarding coping skills.
- 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.
- 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, and uniform).
- 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).
- Maintain agency contact and referral log.
- Meet one-on-one with students on a weekly basis to discuss progress in the Project Launch program.
- Provide continuous support to the alumni program with the Director of Career Services.
- Assist the Director of Career Services with special projects as needed.

#### **Competencies:**

Job Description: Case Manager

Revision Date: July 2019

- Technical Capacity
- Problem Solving/Analysis
- Decision Making
- Project Management
- Communication Proficiency
- Team work Orientation

**Qualifications**

- At least 2 years’ experience in a non-profit and/or human services agency setting
- Strong knowledge of social services and resources in San Diego County including navigating referral process (desired)
- 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 with Career Centers and federal benefits (desired)
- General knowledge of Windows, Excel, Word, and Gmail

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

In addition, this job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef’s knives. The employee is frequently exposed to heat steam, fire and noise.

**Physical Demands**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push, and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills, and the ability to follow written and oral instructions and procedures.

**Travel**

Employee will be expected to travel to multiple Kitchens for Good sites and additional travel is primarily local.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Acknowledgment**

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. Kitchens for Good will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

I understand that the job description, its requirements and that I am expected to complete all duties as assigned. I understand the job duties may be altered from time to time.

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Employees Signature

Date

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Print: Employee's Name

Date

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Supervisor's Signature

Date

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