



Position Title: Spanish Speaking Case Manager

Job Summary:

Responsible for creating and supporting community based meaningful mentoring relationships between youth and adult volunteers, with an emphasis on serving our LatinX youth and families.

What Partners Offers:

This is a 1.0 full time equivalent, non-exempt position, 40 hours/week. Salary of \$38-\$43K, based on qualifications, and is eligible for company benefits (health insurance, 401K, HSA, PTO, Paid Holidays & more) after introductory period (1st of the month following 30 days from hire).

Flexible schedule; fun and committed Partners staff and Board of Directors, and a great work environment, including a dog friendly office. Extensive professional development, training and support offered.

Key Responsibilities include but not limited to:

- Maintain and implement an inclusive environment for our LatinX mentors, youth and families in the Partners mentoring CBM program.
- Be the main point of contact for all LatinX mentors, youth and families
- Conduct interviewing, screening, training of adult mentor applicants
- Conduct interviewing and perform intake procedures on referred mentees
- Decide, with input from other staff, on appropriate matches of mentees and mentors & perform match meetings
- Build and maintain healthy relationship with a caseload of matches, unmatched mentees and pending mentors, parents/guardian, and referral agencies
- Conduct consistent and adequate case notes and records on all referred mentees, mentors and matches
- Assist in the planning, preparing, and implementing of program activities
- Assist in the creation and support of opportunities specific to youth on Waitlist
- Participate in relevant community coalition and community groups
- Develop a working knowledge of community resources and agencies, their function, and responsibility to most effectively aid and provide support to mentees and their families
- Attend relevant professional development training opportunities, as available and requested.
- Support the Board of Directors, ED, and other staff supplemental tasks as needed (marketing social media, fundraising, data, etc).

General Duties:

- Work professionally with all staff as part of Partners in Routt County's (PRC) integrated team and participate in related internal and external meetings as required
- Work within the context of PRC's policies, procedures and guidance
- Report to the Mentoring Program Director for program and administrative supervision
- Promote the safety, welfare, and positive youth development of PRC youth participants



Required Qualifications:

- Fluent in Spanish and English, oral and written communications
- Experience and/or passion for serving youth and families
- Ability to maintain confidentiality
- Ability to foster positive, supportive relationships with collaborative partners
- Must be willing to work occasional evenings and weekends
- Pass background screenings
- Must have privately owned vehicle, current driver's license and up to date insurance, as well as a willingness to drive a 12-passenger van as needed in varying road conditions

Desired Qualifications:

- Bachelor's or Associate's degree (Social Work, Human Service or related field preferred)
- Knowledge of Routt County, local schools and youth agencies
- Working knowledge of computer operations including Microsoft Office programs (Word, Excel) and Google forms/calendars

Submit cover letter, resume and two references to Program Director Erin Miller at erin@partnersrouttcounty.org.

Priority given to applicants who apply by June 15th, 2022.
Position open until filled.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Please refer to www.partnersrouttcounty.org for more information on the organization mission, history, programs and events.