



ROLE: CASE WORKER

ORGANIZATION OVERVIEW:

Founded in 2012, The GRYD Foundation is a 501c3 nonprofit public charity and core implementation partner with the City of Los Angeles Mayor's Office of Gang Reduction & Youth Development (GRYD), providing services beyond what the City could deliver on its own. Together we address violence, food insecurity and health/wellness disparities in City-designated Gang Reduction & Youth Development (GRYD) Zones, designated as such due to high rates of gang-related and gun violence and limited work opportunities and community resources -- rendering youth susceptible to gang influence. The GRYD Foundation works collaboratively with the City to address violence, food insecurity and health/wellness disparities in 32 low-moderate income neighborhoods in South LA, Watts, Metropolitan and Northeast LA, Boyle Heights, San Fernando Valley and the Harbor Area. Programming includes Summer Night Lights (32 locations) and Fall Friday Nights (8 locations) which provide free recreation, arts, health & wellness, sports & fitness, meals, and linkages to resource providers. The GRYD Foundation launched Youth Squad 360 in late 2015 to help youth hired for the Summer Night Lights (SNL) program to build healthy coping skills, learn to navigate systems, and learn to set and pursue SMART goals focusing on career, academics and life skills.

POSITION SUMMARY

The case worker must understand and believe in the Youth Squad 360 program model, vision and objectives; be knowledgeable of community resources; and engage in the following activities: outreach to and recruitment of program participants; schedule meetings; provide program participants with referrals and links to services; in absence of case manager, follow-up on client goals; seek and vet new resources and prospective partners to help facilitate workshops; and co-facilitate monthly workshops.

EXPECTATIONS:

With training and guidance from The GRYD Foundation team, the Case Worker is expected to:

- Participate in mandatory orientation & safety training
- Participate in scheduled supervision and mentoring sessions with GRYD Foundation team
- Participate in weekly planning meetings to coordinate outreach efforts, review weekly schedule and assignments
- Contact prospective clients to schedule an enrollment appointment with a Case Manager
- Maintain a caseload of 15 Youth Squad 360 participants
- Manage alumni initiative
- Assist with planning of monthly workshops and co-facilitate workshops
- In absence of Case Manager, follow-up on client goals and track in Apricot database
- Research and develop relationships with new partners that would help clients access support services such as but not limited to: housing, employment, internships, scholarships and health resources.
- Maintain spreadsheet of vetted resources
- Share resources and make referrals identified by case managers and follow-up with participants
- Enter referrals provided to participants into Apricot database
- Participate in community fairs, events and meetings to raise awareness of the organization's programs and services
- Conduct and track community outreach and engagement data including but not limited to: tracking outreach efforts to prospective Youth Squad 360 participants per SNL location; collecting and tracking participation data for Youth Squad 360 workshops and events
- Assist with Summer Night Lights, Fall Friday Nights and general administration as needed



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ESSENTIAL REQUIREMENTS & EXPERIENCE:

- Bachelors in Sociology, Social Services, Human Services or related field
- Effectively communicate verbally and in writing in English & Spanish (Spanish preferred by not required); comfortable speaking on the phone
- Ability to work flexible hours including some evening and weekend events
- Experience in social work, human services, community engagement or youth development (especially in underserved communities of color) preferred but not required
- Ability to work in a variety of settings with diverse individuals and communities, with the ability to be culturally sensitive and appropriate
- Ability to establish and maintain a professional and positive working relationship with internal team and external program partners and community members
- Looking for a long-term position with opportunities to learn, grow and contribute to team and program
- Computer Skills: Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), ability to use widely supported internet browsers, E-mail.
- Certificates, Licenses and Registrations: Valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance.
- Travel Requirements & Work Environment: Work environment is hybrid in-person and remote due to COVID-19. Some travel required to conduct outreach at SNL sites or to meet program partners or vet resources as needed.
- Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing duties of this job, the employee is frequently required to stand, sit, walk, talk, hear, keyboard, and make and receive telephone calls, texts and utilize online meeting platforms. The employee may be required on occasion to lift and or carry up to 20 lbs.

REPORTS TO: Associate Director

COMPENSATION: \$17 - \$20 per hour depending on experience

BENEFITS:

- Paid Holidays & Birthdays Off
- Health (Cal Choice) and Dental, Vision & Life Insurance (Choice Builder)
- Fidelity Simple IRA with employer match
- Paid Vacation Time and Sick Days
- Professional Development Opportunities and Team Building Events
- Office Lunches For Hire Date Anniversary
- Healthy, Supportive Work/Office Culture and Environment

COVID-19 Precaution(s):

- Remote interview process
- Virtual meetings
- Personal protective equipment provided or required
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

Application Submission process: Please send your resume and cover letter to [Jeannette Sandoval](mailto:Jeannette.Sandoval@grydfoundation.org)
jeannette@grydfoundation.org