



Position: TAY Case Manager

Reports to: CEO

Location: Sacramento, CA

Job Status: Non-exempt, Full Time, \$63,000-\$67,000 DOE

Description:

AcademySTAY is committed to providing a nurturing environment for our staff, empowering them to consistently exceed our clients' expectations. As a dynamic community devoted to student success and exceptional service, we celebrate diversity, equity, and inclusion. We value personal growth and recognize the contributions of our team members. Join us at AcademySTAY and experience the unique value of our community, where your goals are realized, and your work is truly appreciated.

Essential Duties:

- Under the general supervision of the CEO, develop community relationships and support the needs of aged-out foster young adults at AcademySTAY, providing case management services to students who were formerly in foster care.
- Using trauma-informed practices to care for the whole student's experiences.
- Ensure effective program utilization by providing case coordination, planning, referrals, and follow-ups.
- Plan and facilitate workshops, life skills classes, and supportive services for adults.
- Ability to organize and manage a large number of files, multiple schedules, and a variety of information.
- Work sensitively with traumatized and diverse populations.
- Support, advocate for, and facilitate the mission of AcademySTAY by empowering aged-out foster youth to pursue higher education opportunities, including apprenticeships, trade schools, and colleges or universities.
- Recruit, recognize, and reward volunteers to lead workshops, life skills classes, and provide mentorship opportunities for students.
- Participate in mandatory training and educational opportunities.
- Perform other assigned duties.

Qualifications:

- Graduation from a four-year college or university in a related field is preferred. Upper division or graduate coursework in counseling techniques interviewing and conflict resolution is a plus.
- Three (3) years of progressively responsible professional student services work experience is preferred, including one year in case management, service assessment, developing community relationships, and supporting the needs of foster youth.
- Lived experience in the Foster Care system is highly preferred.

- Reliable transportation, valid California Driver's License, and proof of insurance.

Knowledge, Skills, & Abilities:

- Thorough knowledge of principles, practices, and trends in the Student Services field.
- Familiarity with the policies, procedures, and practices of the assigned program area.
- Understand the principles of individual and group behavior, as well as individual counseling techniques.
- Proficient knowledge, or the ability to quickly acquire such knowledge, of the organizational procedures of post-secondary education.
- Ability to analyze complex situations accurately, advise students on complex matters, and determine appropriate courses of action.
- Excellent interpersonal skills and the ability to establish and maintain cooperative working relationships with various individuals.

Pay, Benefits, & Work Schedule:

- AcademySTAY offers an excellent benefits package, including medical stipend, dental, vision, generous PTO and holiday schedule.
- HOURS: Full Time; 40 hours per week; Monday through Friday, with potential for evening and weekend work.
- This is an in-person position based in Sacramento. Remote work is not available.

General Information:

- A background check (including a criminal records check) is required. Please note that some past convictions may not disqualify candidates due to our preference for lived experience. Please be honest about your history.

Equal Employment Opportunity:

AcademySTAY is an Equal Opportunity Employer that prohibits discrimination based on race, color, ethnicity, ancestry, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, covered military and veteran status, and disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting the CEO.

Signature

Date