



Building
communities
one life
at a time

Mosholu Montefiore Community Center
3450 Dekalb Avenue Bronx, NY 10467
Phone: 718. 882.4000 | Fax: 718. 882. 6369 | www.mwmcc.org

Job Announcement: Case Manager
for NDA Program
Status: Full-time, In-Person
Reports to NDA Program Manager

Annual Salary: \$49,000 - \$52,000, commensurate with education and experience.

Schedule: Monday – Friday, 8 am – 5 pm and weekends and evenings as needed

Benefits:

- Paid time off
- Pension
- Health insurance
- Life insurance
- Dental insurance
- Vision insurance
- Flexible spending accounts
- 403 (b) retirement plan with agency match
- Professional development
- Employee Assistance Program
- Employee Discount

The Mosholu Montefiore Community Center (MMCC) is the largest not-for-profit provider of quality education, employment, and health and recreation programs in the impoverished neighborhoods of the North Bronx, serving the needs of more than 40,000 residents each year. Since our founding as a neighborhood community center in 1942, MMCC has served the needs of thousands of neighbors from all cultural backgrounds, religions, races, ethnicities, sexual orientations and special needs.

The mission of MMCC is to improve the lives of Bronx and Manhattan residents with our dedication to humanitarian efforts; reaching out to a rich tapestry of cultures, building gateways to success through quality service and programs, building confidence, sustainability and working toward self-sufficiency for the individuals we serve.

We have a family-like working atmosphere where everyone works as a team. Join us in building communities one life at a time and build relationships that last a lifetime.

We are seeking a Full-Time Case Manager for our NDA Healthy Families program who has had experience advocating, supporting, stabilizing, and working with those who are most in need as well as some experience with enrolling families in NYC Entitlements. They would be adaptable- being comfortable working independently to help families gain access to the benefits and social services they are eligible to receive. Duties include screening clients for NYC Benefits including SNAP, Medicaid, TANF cash assistance, housing and much more.

Responsibilities include but are not limited to:



- Accomplish client's care by assessing needs such as finances, physical and mental impairment, personal/family problems, to determine the degree and nature of the problem
- Develop monitoring and evaluating processes for clients while facilitating and utilizing interdisciplinary approaches.
- Gain background knowledge and obtain information, such as clients' previous experiences, family history, medical and psychiatric history and social support network.
- Develop a comprehensive plan for the client's life.
- Compile statistics and maintain client records by logging events, progress and outcomes for accurate case notes.
- Arrange for provision of services, advocate and intervene with other agencies on behalf of the client.
- Assist clients in obtaining any of the NYC Benefits and screen for eligibility

Requirements:

- Bachelor's degree or higher in social work, human services or related field
- Knowledge of SNAP, Cash Assistance, Medicaid and NYC Benefits enrollment
- Bilingual, English and Spanish is a plus

To Apply: Send questions and/or resumes to Tabatha Gadsden TGadsden@mmcc.org Multisite Supervisor, and Christopherlie Roger croger@mmcc.org Director of Support Services.

We are looking for individuals with a high level of maturity, respect for others, the ability to work as a team, and an appreciation for a multicultural workplace.

EQUAL OPPORTUNITY EMPLOYER. DRUG FREE WORKPLACE.

MMCC is an equal opportunity employer that is committed to cultural competency, diversity, and inclusion and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristic protected by the applicable law.