

## **OPPORTUNITIES AT CARVER CENTER**

**Carver has an immediate need for a part-time bilingual (English/Spanish) Assistant Case Aide. We are seeking candidates who are available Monday through Friday from 9am –2pm.**

**About us:** The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25- yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Port Chester Carver Center helps our community thrive through programs that nourish, educate and empower. Carver Center’s services address food insecurity; childcare; out-of-schooltime enrichment; youth development; services to support immigrants (including citizenship and English language conversation classes); aquatics and more.

**Job Overview:** The Assistant Case Aide plays a key supporting role in the delivery of case management services. This position is responsible for assisting the case manager in providing clients with the necessary resources and support to achieve their goals, improve their well-being, and navigate various social, healthcare, or legal systems. The assistant case aide helps ensure that clients receive timely and appropriate services, maintaining accurate documentation and supporting client progress toward achieving their goals.

### **Key Responsibilities:**

- **Client Intake & Assessment:** Assist in gathering client information, conducting assessments, and helping determine client needs. Ensure the collection of relevant documentation for case files.
- **Resource Coordination:** Support clients in accessing necessary resources such as housing, employment, healthcare, and mental health services. Refer clients to appropriate community services and programs.
- **Case Documentation:** Maintain detailed and up-to-date records of client interactions, progress notes, service plans, and any other relevant case information.
- **Advocacy:** Advocate on behalf of clients to secure the necessary services and resources, ensuring clients' rights are respected.
- **Collaboration:** Work closely with case manager, staff, program providers, and community organizations to coordinate services and ensure the delivery of comprehensive support.
- **Crisis Intervention:** Assist in identifying potential crises and providing immediate support or referrals for clients in need of urgent intervention.
- **Administrative Support:** Provide general administrative assistance, including scheduling appointments, filing paperwork, and handling client communications.

### **Preferred Qualifications:**

- Bachelor's degree in social work, psychology, sociology, or a related field (or equivalent experience).
- Prior experience in case management, social services, or a related field is preferred.
- Strong communication, organizational, and problem-solving skills.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to work independently and as part of a team.
- Compassionate and empathetic attitude toward working with vulnerable populations.
- Knowledge of community resources and social services.
- Additional Qualification: Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams.
- Ability to maintain confidentiality and handle sensitive information with discretion
- Bilingual Fluent Spanish, required

### **Training Requirements to Maintain Position:**

Attend and participate fully in required staff orientations, all required meetings and Carver Center's professional development sessions, including possible evening trainings, workshops, registration events, etc.

*The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.*

Carver Center employment policy requires the completion of a full background check prior to hiring.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

**Compensation:** \$20-23/ hour (25 hours per week, 9 AM- 2 PM), commensurate with experience.

**How to Apply:** Email resume and cover letter to Case Manager, Daisy Garcia at [dgarcia@carvercenter.org](mailto:dgarcia@carvercenter.org) with the subject line "Assistant Case Aide."

