



**Carver has an immediate need for a Full-Time Case Manager from January – June 2026
(At Port Chester Middle School Welcome Center)**

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-school-time enrichment; youth development; services to support immigrants (including citizenship and English language conversation classes); aquatics and more.

Position Overview:

The Welcome Center at Port Chester Middle and High School is a dedicated program designed to provide holistic support for students facing learning loss. Our mission is to bridge the achievement gap by addressing both academic and socio-emotional needs, fostering a nurturing environment for all students.

Position Specific Duties/Responsibilities:

- Serve as a vital link between students, faculty, administrative departments, and external stakeholders by providing operational support, coordinating student services, and improving the student experience through effective communication, problem-solving, and logistical planning.
- Assist in planning and executing community events, orientations, and workshops.
- Provide in-class support to teachers and students as needed, assisting with instruction, supervision, and classroom management.
- Float in as a Case Manager as needed.
- Our Case Manager plays a crucial role in identifying and addressing areas of support needed beyond academic assistance. They specialize in:
 - Assessment and Support: Evaluating students' needs to determine specific challenges related to learning loss.
 - Resource & Community Connection: Refer and Facilitate access to vital resources, including counseling services, community programs, family support initiatives, etc.
 - Advocacy: Collaborating with families to empower them and ensure they receive the necessary support to aid their children's educational journey.
- Implement Social & Emotional Learning activities to support Middle School OR High School students in the development of positive school climate, social and emotional skills development, restorative practices, and behavioral interventions processes.
- Communicate with the Director of Expanded Learning about interventions for students and students' progress.
- Attend meetings as required with High School / Middle School administration and staff.
- Participate in required trainings and workshops.
- Perform other duties as assigned.

Data:

- Maintain students' records by reviewing case notes, log events and progress.

- Maintain databases, records, and documentation related to student enrollment, attendance, and performance.
- Ability to use CRM to input data.
- Assist with the maintenance of rosters and attendance.

Preferred Qualifications:

- B.A in social work, human services; M.A. in social work or psychology, preferred
- Minimum of 3 years of experience working with youth or in an educational setting
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to work effectively with diverse children, staff, parents, and community members.
- Bilingual Fluent Spanish, required
- Additional Qualification: Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams.

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.

Compensation: \$23-30/ hour (37.5 hours per week), commensurate with experience

How to Apply:

Email resume RECOVS Manager, Mariana Gonzalez, mGonzalez@CarverCenter.org

PORt CHESTER CARVER CENTER
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