



Carver has an immediate need for a Bilingual WDAY/WIOA Case Aide in our Youth Workforce Development department.

Position Overview:

The WDAY Case Aide works alongside the WDAY/WIOA Case Manager to support out-of-school youth ages 16–24 as they prepare for employment, vocational training, or education. This is a hands-on, youth-facing position for someone who is personable, organized, dependable, and enjoys building relationships with young people. The Case Aide will help participants stay connected and engaged in the program while providing administrative and direct service support to the Case Manager.

Position Specific Duties/Responsibilities:

- Assist the Case Manager with participant intake, enrollment paperwork, and collection of required documentation.
- Help participants complete forms and gather documents needed to establish eligibility.
- Review participant files for missing documentation and follow up with youth as needed.
- Schedule participant appointments, bootcamp sessions, check-ins, and other program activities.
- Maintain regular communication with participants by phone, text, email, and in person.
- Assist with outreach and recruitment of eligible out-of-school youth ages 16–24 throughout Westchester County.
- Assist the Case Manager with preparing materials/activities, scheduling/coordinating bootcamp sessions with participants
- Assist with facilitating Bootcamp activities and workshops as assigned.
- Under the guidance of the Case Manager, assist participants with completing the action steps associated with their chosen pathway, including job search, job applications, career exploration, resumes, researching GED/HSE programs, colleges, and other educational opportunities, etc.
- Connect participants with resources identified by the Case Manager.
- Enter case notes, participant contacts, services, and other required information into program databases as assigned.
- Maintain organized participant files and assist with ensuring required documents are complete.
- Track participant appointments, bootcamp completion, training enrollment, employment, credentials, and other program milestones.
- Assist with preparing participant files for internal review, monitoring, and WIOA audits.
- Assist with tracking participant incentives and required supporting documentation.
- Support monthly and quarterly data collection and reporting.
- Maintain confidentiality of participant records and personal information.
- Assist with WDAY recruitment and outreach activities throughout Westchester County.
- Attend community events, job fairs, recruitment events, and partner activities as needed.
- Assist with transporting or accompanying participants to job fairs, training programs, interviews, community resources, or other program-related appointments when appropriate.
- Collaborate with other Carver Center programs and staff to connect participants with available services.
- Perform other duties as assigned by the WDAY/WIOA Case Manager, Senior Director of Programs, and/or Chief Program Officer.

Schedule:

- Monday – Friday 9:30am – 5:30pm . Some evenings and weekends may be required.

Position Qualifications:

- High school diploma or equivalent required; Associate's degree or coursework in Human Services, Social Work, or a related field preferred.
- Experience working with teens, young adults, or community-based programs preferred.
- Must be comfortable working with young people who may be experiencing barriers to employment, education, housing, transportation, or other areas of stability.
- Comfortable assisting participants with online applications, forms, resumes, and other computer-based tasks.
- Strong verbal and written communication skills.
- Proficiency with Microsoft Office; experience with databases systems is a plus.
- Bilingual English/Spanish required.
- Must be able and willing to travel throughout Westchester County for outreach, participant support, and program activities.

Physical Demands: Must be able to drive a 15-passenger motor vehicle and carry up to 20 lbs.

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. Informally known as the heart of the community, Carver Center's programs and services meet the holistic needs of people at every stage of life. Carver Center's programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

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

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

Rate: \$20-22.50/hour, commensurate with experience, or annual range. Medical, dental & vision benefits available, group term life, long disability, accidental death and dismemberment coverage, 401k retirement plan, paid time off.

How to Apply: Email résumé, optional cover letter to Karina Lehan at KLehan@CarverCenter.org

PORT CHESTER CARVER CENTER
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