



Carver has an immediate need for a part-time bilingual (English/Spanish) Assistant Case Aide. We are seeking candidates who are available Tuesday through Friday from 12 pm – 4 pm, Saturdays 11 am - 4 pm, and evenings as needed.

Key Responsibilities:

- **Client Intake & Communication:** Assist in gathering client information and helping determine client needs. Ensure the collection of relevant documentation for case files. Maintain regular communication with clients to provide updates, reminders, and information regarding appointments, services, and case-related activities.
- **Case Documentation & Resource Coordination:** Maintain detailed and up-to-date records of client interactions, progress notes, service plans, and any other relevant case information. Support clients in accessing necessary resources such as housing, employment, healthcare, and mental health services. Refer clients to appropriate community services and programs.
- **Advocacy:** Advocate on behalf of clients to secure the necessary services and resources, ensuring clients' rights are respected.
- **Collaboration:** Work closely with the Case Management Director, 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, and filing paperwork.
- **Special Events & Workshop Support:** Assist with the coordination and execution of special events and workshops, including registering clients, managing event calendars and schedules, and providing administrative support. Help facilitators prepare for events by assisting with room setup, materials, and other logistical needs to ensure programs run smoothly and participants have a positive experience.
- **Employment Services:** Maintain and regularly update a job listing/resources for job seekers. Develop and maintain positive relationships with local businesses and employers. Communicate regularly with local businesses to stay informed about current and upcoming job openings, hiring needs, qualifications, and job requirements. Document employer contacts, job leads, referrals, and client employment-related activities as required. Share relevant employment opportunities with clients based on their skills, interests, experience, and employment goals.

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

Position 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.

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.

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.

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

How to Apply: Email Resume and Cover Letter to Daisy Garcia, dgarcia@carvercenter.org.