



DEPARTMENT OF EMPLOYMENT SERVICES OFFICE OF YOUTH PROGRAMS



AVAILABLE POSITION

Position: **Case Manager**
Mayor Marion S. Barry Summer
Youth Employment Program

Position Grade: CS-142-O5
Salary Range: \$20.01/Hour

Opening Date: April 23, 2021
Closing Date: June 4, 2021

Duration of Appointment:
Temporary Summer Position
June 7, 2021 – August 13, 2021

For question or concerns, please
contact DOES, Office of Human
Resources at does.hires@dc.gov.

To apply for this position,
please submit your application
package to does_hires@dc.gov
with "MBSYEP Summer Monitor
Position" as the subject or fax to
(202) 724-1408

**Complete application must be received
by June 4, 2021 at 5:00 pm EST**

DESCRIPTION OF DUTIES

The DC Department of Employment Services, Office of Youth Programs is seeking highly motivated individuals for the temporary position of Summer Case Managers for MBSYEP. Case Managers are responsible for making sure all 22-24-year-old youth participating in MBSYEP are connected to quality trainings, employment opportunities and year-round programs. The goal is to provide 1-1 coaching that leads to youth producing effective work habits, and connections needed to compete in today's thriving economy. All case managers must be able to work the entire 6 weeks of the program, a 2 week- long paid training, and a final evaluation session. Travel is required. Other duties include collection and distribution of forms between work sites and DOES HQ; provision of technical assistance; case management, placement, screening and enrichment activities; facilitation of communication between work sites and DOES HQ.

QUALIFICATIONS

- Demonstrated experience working with young adults (ages 14-24)
- Successfully completed a 4-year course of study leading to a B.A./B.S. or completion of an associate degree at an accredited college or university (official transcript required)
- District Residence preferred (not required)
- Ability to pass a successful background and drug test prior to employment
- Flexible work hours (some evenings and weekends)
- Ability to learn quickly and work well under pressure
- Ability to troubleshoot and resolve problems independently
- Ability to develop rapport easily
- Social work experience preferred but not required

HOW TO APPLY

- Provide an updated resume.
- Complete the DC 2000 application, fully completing each applicable section
- Provide 3 references – include name, contact number, and email address
- Submit the complete application package to does_hires@dc.gov with "MBSYEP Summer Monitor Position" as the subject OR Fax to (202) 724-1408
- A complete application package includes:
 - ▶ DC 2000
 - ▶ 3 references
 - ▶ Updated resume
- Be sure to submit all required documentation by the posted deadline. Late and/or incomplete applications will not be accepted.



DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR