NEWBURGH ENLARGED CITY SCHOOL DISTRICT
DATE ADOPTED:

ADULT ED CASE MANAGER

GENERAL STATEMENT OF DUTIES:
Responsible for meeting regularly with participants at the program location to evaluate any barriers and connect the participants with county and community-based organizations that will support meeting essential educational needs.

EXAMPLES OF WORK: (Illustrative Only)
The Case Manager in collaboration with their teachers and counselors, will process the intake of adult learners (16 years and older) for a WIOA-funded education program and will meet regularly with individual program participants to customize case management. Collaborate with county and community-based organization to establish a support menu of options for program participants. Make home visits, as needed, to maintain positive communication between participants and the program. Provide support with the accountability reporting requirements in order for the district to evaluate the effectiveness of WIOA-funded program. Assist with the development of program priorities and deadlines for data entry. Maintain all casework data of participants. Support the internal record system for all participants enrolled in the program. Attend all required professional development and technical assistance support offered by NYSED and by the Hudson Valley Regional Adult Education Network (HV-RAEN)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Demonstrated knowledge of the Workforce Innovation and Opportunities Act (WIOA) funds and the Adult Information System and Technical Support (ASISTS) data reporting system. Ability to organize data and generate reports that include executive summaries which depict the positive impact and deltas of the program. Strong communication skills, both orally and in writing, in small and large forums. Responsiveness to change in participants’ needs. Timeliness in meeting deadlines for District and State projects and reports.

MINIMUM REQUIREMENTS:
A. Bachelor’s Degree, with a minimum of 1 year experience working with adult education or social service programs.

OR
B. Associates Degree with at least 3 years’ experience working with adult education or social service programs.