

Case Worker, The American Place

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience. HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The **Case Worker** is a part time position (20 hrs. per week) that will work with and support the College and Career Attainment Specialist and Project Manager.

Responsibilities include:

- Monitor student attendance, identify barriers, and develop and implement retention strategies
- Collect and maintain confidential data, case records, and statistics.
- Prepare reports and case files.
- Collaborate closely with College and Career Attainment Specialist and Project Manager to inform and strategize about all youth barriers encountered
- Work independently and as a team member
- Attend and actively participate in staff meetings, trainings, workshops, and other available educational opportunities
- Participate in overall collaborative environment, and assist with programs, special projects and related duties as assigned.
- Provide support to out of school youth program participants enrolled in IT training at HPL
- Interview program participants to determine supportive services needed such as housing assistance, mental health referrals, and financial literacy instruction
- Utilize broad knowledge of area resources and make timely referrals
- Follow up on needs and goals of youth participants with a continual focus on removing employment and training barriers.
- Promote positive youth and character development
- Collaborate with youth from diverse cultures and backgrounds
- Conduct assessments and plan and develop options and services to address unmet needs in areas such as education, employment, and personal goals.
- All other duties as assigned

Required:

- Bachelor's degree in Social Work or Education.
- Minimum of 1 (one) year of experience working with Youth.
- Ability to take initiative and ownership of projects with strong attention to detail and accuracy.
- Collaborative team player; ability to work effectively on multiple assignments in a team environment.
- Excellent organizational and administrative skills.
- Proficient in Microsoft Office suite and other Google products.
- Excellent customer service skills.
- Demonstrated ability to establish and maintain effective working relationships with co-workers, other service providers, community partners, youth and their families, clients, and the general public.
- Thorough ability to follow oral and written instructions and to maintain confidential information.
- Thorough knowledge of human services programs, as well as federal, state, and community resources and programs.
- Excellent English communication skills (written and oral).

To Apply: Please email resume and cover letter to tap@hplct.org and reference **"Case Worker"** in the subject line of your email. Resumes will only be accepted by email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

Hiring Range: \$23.57 - \$25.29 per hour DOE

Hartford Public Library is an Equal Opportunity Employer.