



Buffalo Center for Arts and Technology (BCAT) is a not-for-profit whose mission is to provide opportunities for careers through the arts, technology and workforce development. Our vision is improving high school graduation rates; access to safe environments to learn and prosper; develop family-sustainable wage earners; and contribute to economic and social growth. BCAT is located at 1221 Main Street in Buffalo NY.

How to apply:

Interested candidates should submit a resume and cover letter and the names of three references to Cassie Puccia at cpuccia@bufcat.org. Please indicate which position you are applying for in the subject line. Applications will be accepted until the position is filled.

BCAT seeks an Adult Workforce Development Program Case Manager

Position Title: Adult Workforce Case Manager

Primary Reporting Responsibility: Adult Workforce Development Program Director

Status: In person, Full time or Part time

Job Description:

Buffalo Center for Arts and Technology (BCAT) is seeking an Adult Workforce Development Program Case Manager to be responsible for an annual caseload of approximately 100 adults enrolled in BCAT's Adult Workforce courses. Support for our adults includes developing and maintaining positive personal agency and supporting adult students' social and emotional needs.

This position reports to the Adult Workforce Development Program Director. This position requires the case manager to schedule flexible hours Monday through Friday between 10:30am and 7:30pm with few but occasional evenings/weekends.

Essential responsibilities:

- Building a trusting, therapeutic relationship with adult participants
- Meeting individually at least twice per course with every adult participant
- Offering short-term counseling in order to mental health and other life challenges and strategizing solutions to address them
- Referring adults to an outside network of mental health providers, or other resources (e.g., food, transportation, childcare) when appropriate
- Work closely with the adult workforce team to identify adults needing additional supports
- Manage adult crises pertaining to mental health challenges
- Collaborate with other BCAT staff to ensure adults achieve success in our program and in employment after graduation.

The right candidate will have:

- Master's degree in social work; LMSW preferred
- Minimum of two years' experience working with adults in a case manager position
- Ability to form strong relationships with clients and stakeholders
- Excellent organizational, verbal, and written community skills
- Flexible, ability to work under pressure, and highly motivated to build successful outcomes for adult students
- Ability to pass a background check

About BCAT:

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Shared Values and Expectations:

- Serve as an ambassador of BCAT, demonstrating our mission and values positively and professionally and acting as a role model for our adult and youth students
- Show a solid commitment to Diversity, Equity, and Inclusion and contribute to BCAT's community values which are to "respect, listen, embrace, shape, learn, influence."
- Demonstrate professionalism and accountability at all times
- Contribute to the development and sustainability of BCAT
- Proactive and willing to help out where and when needed
- Exemplify a commitment to collaboration, teamwork and partnerships
- Take the initiative to analyze and solve problems
- Maintain a high standard of ethics, integrity, and confidentiality