



## **ASSISTANT CASE EDUCATOR JOB DESCRIPTION**

### **I. ORGANIZATION OVERVIEW**

**College Bound Dorchester, formerly known as Federated Dorchester Neighborhood Houses, has been serving the community of Dorchester since 1965. Although the organization's name has changed its commitment to supporting positive change in Dorchester remains resolute.**

Everyday College Bound Dorchester's educators work with diverse populations between 3 months to 80 years of age, including at-risk youth, newly arrived immigrants and families struggling to provide educational support to their children. In each program, College Bound Dorchester provides educational services to the underserved and lays the foundation for future academic, economic and social success. By providing a continuum of services, College Bound Dorchester ensures that no student gets lost on their path to higher education and that all students have the tools to realize their goals. This work has the ability to not only increase the number of college graduates in Dorchester, but to also shift the community's mindset about college. This shift, from one of limited possibilities to one of high aspirations for all, will ultimately have transformative impact on the community's socio-economic development.

With an annual budget of \$5.6 million and a staff of 90, College Bound Dorchester annually serves over 1,000 children, youth and adults.

**II. JOB TITLE:** Assistant Case Educator  
**REPORTS TO:** Director of Adolescent Development

### **III. POSITION OVERVIEW**

The Adolescent Assistant Case Educator is responsible for supporting efforts of Case Educators who mentor, advise, case manage and provide referral services. Individual is also responsible for supervision and engagement, organization, coordination and implementation of activities and events relevant to youth.

### **IV. DUTIES AND RESPONSIBILITIES**

- Support and track student progress toward college entry and graduation;
- Communicate professionally with parents and families of students served;
- Participate in outreach activities meant to introduce students and families to the program and larger organization;
- Supervise and monitor the behavior of all participants involved in relevant programming
- Assist with youth mentoring groups;



- Implement various lessons and activities for program;
- Support sports and recreation leagues for youth and young adults ages 13-23;
- Model positive, healthy relationships;
- Participate in trainings and meetings as needed;
- Maintain appropriate records;
- Responsible for maintaining in the highest esteem the reputation of the organization;
- Commit to College Bound Dorchester's mission: To equip each student we serve with the attitude, skills, and experiences to graduate from college and positively impact their community;
- Perform other related duties as needed.

#### **V. QUALIFICATIONS AND SKILLS**

- Some college preferred;
- Ability to work and communicate with adolescent youth and families from all populations;
- Ability to function as a member of a team.

#### **VI. SALARY AND HOURS**

Part-time position: 10hr/week between hours of 1-8 on weekdays. Possible Friday night or Saturday hours. Range \$9-11/hour.

**Please email a resume and cover letter, outlining how skills and experience will support the work of College Bound Dorchester. Please state how you heard about this opportunity and your salary requirements in cover letter. Send resumes to Sherrie Waller at [swaller@collegebounddorchester.org](mailto:swaller@collegebounddorchester.org) with subject line "Assistant Case Educator."**