



**ONE TO ONE MENTORING**  
**Job Description: Case Manager (Bilingual)**

**One to One Mentoring empowers youth in San Miguel County to achieve their social, emotional, and academic potential through professionally supported mentor relationships.**

**Full time:** 40 hours per week, occasionally night and weekend responsibilities

**Pay range:** \$50,000 TO \$60,000 Salaried

**Purpose of position:** One to One Mentoring believes all children benefit greatly from the support a mentor can provide. Having just one additional trusted adult outside the family can be a strong protective factor for youth development. With that in mind, and in the wake of COVID 19, so many more youth in our community need additional support, One to One Mentoring would like to grow their mentoring reach. The Case Manager will work closely with the program manager to provide case management to the families of current and waitlisted mentees. Many One to One Mentoring families are members of San Miguel County's Spanish speaking immigrant community, and the case manager will work closely with those families.

**Description of duties:**

- Provide on-going case management services for youth, families, and mentors
- Participate in recruitment, intake processes and monitoring of cases
- Facilitate the creation of new youth to adult matches
- Manage client files to ensure program compliance and youth safety
- Connect families and mentors to community resources
- Maintain and strengthen working relationships with schools and local social agencies by attending meetings and events and connecting clients to resources
- Represent the organization in promotional and fundraising events and activities
- Communicate regularly with other staff members, maintain organizational records, and provide data when required
- work in a culturally sensitive manner and abide by the legal and ethical standards of the profession. Due to the nature of the workflow and client needs, Case Manager hours may occur on evenings and weekends.

**Qualifications and Requirements:**

- applicants must be fluent in Spanish and English
- high school diploma or GED and relevant experience.
- must pass a Criminal Background Check and CBI/ FBI Fingerprint registration.
- must have a valid driver's license and automobile insurance with valid registration.



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**Relevant Experience and Skills:**

- at least two years of administrative and or case management experience
- organized, with strong verbal communication skills
- experience in administering programs in the social safety net preferred
- love for serving youth and their families
- knowledge of community resources
- Ability to work autonomously and in collaboration with others in a small office with shared responsibilities.
- Skilled in establishing effective working relationships both inside and outside an organization.

**EOC Statement**

One to One Mentoring of San Miguel County is an Equal Opportunity Employer. It is the policy of One to One Mentoring to provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors, except where otherwise provided by law.

**APPLICATION PROCESS**

Send cover letter and resume to [tara@onetoonetelluride.org](mailto:tara@onetoonetelluride.org).