



Big Brothers Big Sisters
of Metropolitan Chicago

**Mentoring Children of Prisoners (MCP)
Case Manager – Enrollment & Matching Specialist
Job Posting**

Reports to: MCP Project Director
(Shared supervision with Manager of Enrollment & Matching)

FLSA Classification: Exempt

Position Summary:

The MCP Enrollment & Matching Specialist is responsible for interviewing and assessing volunteers and children in accordance with Big Brothers Big Sisters of Metropolitan Chicago standards and procedures. The children in this targeted program have a parent that is currently incarcerated. Upon successful evaluation of volunteers and children, the Enrollment & Match Specialist would create safe and appropriate one on one match relationships. Once appropriate matches are established, the Enrollment & Match Specialist would schedule and facilitate the match introduction at the home of the child.

Position Responsibilities:

- Conduct enrollment interviews and home assessments for all volunteers interested in the community based program
- Conduct enrollment interviews, home assessments and present child safety information for all children/families interested in the community based program
- Prepare written assessments and recommendations based on enrollment interviews of volunteers and children/families.
- Create safe and appropriate match relationships based on current pool of volunteers and children. Create match rational sheets for each potential match.
- Contact both the volunteer and parent/child of the potential match to gauge appropriateness and potential success, based on the match rational sheet
- Schedule and facilitate match introduction meetings with the volunteer, child & parent
- Provide notes, impressions and recommendations from the introduction meeting to the Match Support Specialist that will assist them in supporting the new match
- Collaborate with all program staff (Customer Relations & Match Support Teams) to ensure a seamless transition for volunteers and children/families from inquiry to matching
- Conduct volunteer and child reassessments and updates as needed
- Share with Development and Marketing department staff potential partnership relationships as discovered through volunteers and parent/guardian's employers and/or affiliations.
- Maintain accurate files and documentation on all volunteers and children/families (hard copy and AIM)
- Attend BBBSMC Enrollment and Matching team meetings and state-wide MCP meetings and trainings; as well MCP regional and national conferences, as offered
- Meet with Project Director and Manger of Enrollment and Matching one time per month for supervision
- Comply with all documentation requirements for various grants
- Provide weekly progress updates and reports to Project Director
- Other duties as assigned by Project Director

Qualifications:

- Bachelor's Degree in social services, human services or related field required
- Masters Degree preferred
- At least 2 years of related experience (i.e. case management, social services)
- Excellent verbal and written communication skills
- Strong customer service skills
- Strong computer skills - Proficiency in Microsoft Office applications & internet
- Assessment and relational development experience with child and adult populations.
- Understanding of child development and family dynamics.
- Ability to work independently exercising good judgment, make decisions & problem solve.
- Ability to work with confidential information required.
- Must have reliable transportation, valid driver's license and minimum state required automobile insurance.
- Must be able to work 2 – 3 evenings a week
- Must be able to work at least 2 Saturdays or Sundays a month as required to fulfill job

If interested in applying, please forward your resume,

Cover letter and salary requirements to:

BBBSMC, Attn: Human Resources

560 W. Lake St. 5th Floor, Chicago, IL 60661

or fax to: (312) 427-0760

or email to: humanresources@bbbschgo.org

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