



ACTION for BOSTON COMMUNITY DEVELOPMENT, INC.

178 Tremont St. Boston, MA 02111

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CASE MANAGER

Community Coordination - Citywide

Conduct intake process and assist clients in establishing educational and occupational goals. Identify support services needed and make appropriate referrals. Assist clients in the proper completion of job applications and resumes for employment opportunities. Develop working relationships with various organizations within the public and private sectors to expand placement efforts. Follow up with prospective agencies and employers to maintain up-to-date information on employment opportunities. Conduct workshops for the diverse populations of a designated Boston neighborhood. Provide clients with services for EITC tax preparation, food pantry, fuel assistance, SummerWorks, food stamps, and health insurance. Maintain case management files. Perform other related duties as required.

Minimum of a high school diploma/GED required. Bachelor's degree in Human Services, Education, or a related field preferred. Must have at least one to three years of experience in case management or job development and in working with adults and youth. Must be proficient in Microsoft Word and Excel. Bilingual skills a plus. Must be able to work effectively and sensitively with people of diverse educational, socio-economic and cultural backgrounds.

All applications and inquiries should be directed to the Human Resources Department, 178 Tremont St. Boston, MA 02111, Fax: (617) 423-7693, or email hr@bostonabcd.org. Please visit our website at www.bostonabcd.org for additional employment listings.

ABCD Inc. is an equal opportunity employer actively seeking applications under its affirmative action program.