pathfinders
Empowering Youth. Changing Lives.

POSITION ANNOUNCEMENT

Date of Notice:	November 10, 2026	Closing Date:	When filled
Name of Position:	Drop-in Center Case Manager	Status:	Full-Time/Exempt
Respond to:	Human Resources 4200 N. Holton Street, Suite 400 Milwaukee, WI 53212	Contact:	hr@pathfindersmke.org

Job Purpose and Reporting Structure:
Under the direction of the Drop-In Center Program Manager, the Case Manager provides assistance to youth ages 11-25 seeking resources and support by providing individual case management assistance that provides basic needs resources, housing and life skills case management services, and access to resources provided by a network of over one dozen collaborative community partner organizations.

Essential Duties and Responsibilities

1. Provide intensive and ongoing case management services geared toward helping youth and young adults to exit the streets into safe and secure transitional and permanent housing.
2. Provide housing, life skills, and basic needs case management to youth who have experienced sexual exploitation
3. Work cooperatively and effectively with the agency's Drop-In Center team, *Street Beat* youth street outreach specialists, and Anti-Violence advocates in order to coordinate services and maximize youth access to necessary resources and assistance.
4. Increase youths' access to mainstream community resources available through the Drop-In Center and within the Greater Milwaukee area. Work effectively with program's collaborative partners to ensure successful service access.
5. Provide individual and small group assistance to youth seeking resources and services from the program. Facilitate youth seeking first time assistance by helping them complete individual personal profiles and needs assessments.
6. Maintain client records and complete necessary reports of activities, inputs, outputs, and outcomes.
7. Participate in all program and agency meetings, trainings, and development opportunities.
8. Other duties may be assigned.

Supervisory Responsibilities:
Provide supervisory support to any appropriate programmatic unpaid staff of volunteers and/or AmeriCorps members, carrying out responsibilities in accordance with the organization's policies, procedures, and all applicable laws

Requirements:
Requires generally equivalent to a Bachelor's degree in the human services field, and/or life experiences and two years' experience working with youth. Applicants must have a valid Wisconsin driver's license and proof of automobile insurance coverage. Must have the ability to travel as necessary. First aid certification is recommended but can be obtained after hire.

Additional information:
Annual salary starts at $36,000. Enjoy generous PTO, Benefits and the opportunity to join a caring and committed team of professionals. This position is union eligible.

Response:
Send letter of interest, current resume and salary expectations via email to hr@pathfindersmke.org. Please specify which position you are applying for. Organizational information can be found at www.pathfindersmke.org. No phone calls will be accepted.

An Equal Opportunity Organization - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve