



Case Manager Position Description Part-Time

Organization: Adelante Student Voices, Inc.

Position: Case Manager

Location: Hudson Valley, NY

Position Type: Year-Round Part-Time (20 hours/week)

Salary: \$30,000

Desired Start Date: June 15, 2026

Reports To: Adelante Board of Directors, with guidance from the Executive Director

About Adelante Student Voices

Adelante Student Voices was founded in 2015 with 501(c)3 status granted in 2021. Adelante's mission is to support undocumented students in Upstate New York on their unique journeys to higher education, while simultaneously building their self-advocacy so that they can increase educational opportunities and advance social justice within their communities. Our work focuses on three signature program areas:

Adelante Summer Program

An annual 10-day program for up to 25 undocumented high school students from New York State. The program accepts undocumented rising sophomores-seniors from outside of New York City, with a special focus on the Hudson Valley. The program is the entryway for most youth and their families into Adelante membership. Programming focuses on the college search, admissions and financial aid, community building, and an introduction to advocacy.

Youth Empowerment and Social Justice

Adelante accompanies undocumented youth and fellow community members on their efforts to create systematic change. "Vision Adelante" is a fellowship program for select members to develop their own campaigns and participate in coalition work. Vision Adelante leads "Youth Circle", which is a workshop and activity series for undocumented young people seeking to grow their advocacy skills. The "Power Weekend" is an annual event hosted by Vision Adelante to learn about organizing and setting campaign goals for the year ahead.

Direct Member Support

Undocumented young people who pass through the Summer Program or regularly join Adelante sponsored events are entitled to at least five years of dedicated member support. This largely takes place through 1:1 meetings to assist with our specialty area of educational attainment and to assess their needs and provide referrals to other organizations when necessary. Furthermore, Adelante maintains a scholarship fund and application process for members, and occasionally assists with emergency aid.

Position Overview

Adelante Student Voices is seeking a passionate and experienced Case Manager to provide critical support for members of our organization. The Case Manager provides culturally



responsive, trauma-informed social services to undocumented immigrant youth and their families. This position supports members navigating complex systems such as education, immigration, housing, and healthcare while promoting wellbeing and self-advocacy.

Key Responsibilities

Counseling and Advocacy (60%)

- Develop individualized service plans in collaboration with members.
- Provide trauma-informed support, crisis response, and referrals
- Connect members to community resources including legal services, healthcare providers, housing programs, and language access services.
- Support members experiencing trauma, family separation, displacement, or acculturation stress.
- Maintain accurate case documentation in compliance with Adelante policies and confidentiality laws.

Program Development and Coordination (10%)

- Design, implement, and evaluate community-based programs focused on psychosocial wellbeing.
- Coordinate workshops on topics such as Know Your Rights, mental health, public benefits navigation, and family support.
- Develop culturally and linguistically appropriate program materials.

Reporting & Data Collection (10%)

- Document program progress, challenges, and outcomes through regular reporting for the Adelante Board and funders.
- Submit expense reports, mileage reimbursement requests, and budget updates.
- Maintain accurate data on membership engagement, event participation, and progress toward campaign goals.
- Upload photos after events in a timely manner to Adelante's digital library in compliance with organizational policies.

Support Other Adelante Work (20%)

- Provide one-on-one support to select youth in areas such as college access, personal development, career planning, and advocacy goals.
- Assist with outreach, application review, and equitable distribution of scholarship and emergency aid resources.
- Help youth craft and share their stories through blog posts, social media, public speaking, or art-based projects that amplify their lived experiences.
- Collaborate on grassroots fundraising campaigns or donor events, including helping youth participate meaningfully and safely.
- Provide support in planning and executing other organizational programs, workshops, or retreats (e.g., travel coordination, meal planning, translation/interpretation).
- Join staff in political education, training, and strategic planning sessions to help Adelante grow as a values-aligned, healing-centered organization.



- Support youth-led research or help track and analyze education and immigration policy developments that impact undocumented youth in New York State.
- Model and cultivate values of mutual aid, emotional wellness, and collective responsibility within the Adelante community.

Essential Experience and Eligibility

- **Education:** Bachelor's degree in Social Work, Human Services, or related field required (Master's preferred).
- **Experience:** 2-3 years in case management, preferably with immigrant or refugee communities.
- **Skills:** Strong organizational, mentoring, and record-keeping skills. Collaborative approach. Strong verbal and written communication skills.
- **Transportation:** A valid Driver's License and reliable transportation for travel (generally within the Hudson Valley of New York).

Key Attributes

- Strong commitment to the mission and values of Adelante Student Voices.
- Strong understanding of the challenges and opportunities facing undocumented youth and their families in Upstate New York, with a particular focus on college access, youth empowerment, and mental health.
- Demonstrated ability to lead and work alongside a diverse team and foster a positive and inclusive work environment.
- Bilingual in Spanish and English (or multilingual that includes proficiency in English and Spanish).
- Excellent communication, interpersonal, and public speaking skills.
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Office Suite and other relevant programming software.
- Knowledge of and experiences supporting communities in the Hudson Valley .

How to Apply

- Prepare a 1-page cover letter, resume, and names and contact information (phone number and email) of 3 references in one PDF and email them to info@adelantestudentvoices.org.

Additional Details

Compensation & Benefits

- \$30,000, 20 hours/week
- Paid time off
- Mileage reimbursement for approved organizational activities

Work Schedule

- Flexible hours, though some evening and weekend hours will be required based on youth availability and organizational needs