

Wellspring Multi-Service Center

Adult Education Case Manager

Department: Education Department

Position Type: Part-Time

Schedule: Monday-Friday, 10:30 AM-1:30 PM

Annual Salary: \$31,000

Reports To: Education Department Director

Position Summary

Wellspring Multi-Service Center is seeking a compassionate, organized, and student-centered **Adult Education Case Manager** to join our Education Department.

The Adult Education Case Manager will provide individualized support to current and former Wellspring students as they work toward their educational, career, employment, and personal goals. This position will focus on **student success, transition planning, WIOA case management, career and college preparation, resource navigation, and follow-up with students after program completion.**

The Case Manager will work closely with the Education Department Director, HiSET Teacher / ESOL staff, Client Services, MassHire, colleges, employers, training programs, and community partners.

Primary Responsibilities

Student Case Management & Support

- Provide regular individual check-ins with current students.
- Develop individualized next-step plans with students.
- Help students identify educational, career, employment, and training goals.
- Monitor student engagement, attendance, and progress.
- Identify barriers that may impact participation or successful completion.
- Help students to problem-solve barriers and identify appropriate resources.
- Support students in developing independence, self-advocacy, and self-management skills.
- Connect students with appropriate Wellspring and community resources.
- Communicate significant student concerns to the Education Director.

How to apply:

Email Lindsay Agro at Lagro@wellspringmultiservice.org