



Case Manager – Homeless Youth & Family Program

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: provide case management services to homeless youth.

QUALIFICATIONS:

- Bachelor's degree in Behavioral Science or related field or equivalent experience and training.
- Two years counseling or case management experience with at-risk youth preferred.
- Experience working with individuals managing addiction and recovery preferred.
- Valid driver's license.
- Auto insurance Injury are \$100,000 each person, \$300,000 each occurrence).
- Pass Background and Abuse Check.

SKILLS AND ABILITIES:

- Handle confidential information professionally.
- Familiar with community resources.
- Time management skills and ability to meet deadlines.
- Computer and word processing skills.
- Written and verbal communication skills.
- Problem solving and coaching skills.
- Provide effective crisis intervention for youth or adults.
- Work independently.
- Ability to make sound decisions in accordance with agency policy, procedure and protocol while working in the field with clients.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

Direct Services:

- Provide on-going case management and written documentation of case notes, monthly stat sheets, service Provide crisis coverage, crisis intervention and follow all procedures as outlined.
- Create and implement a long-term service plan for each client, to assist youth to become self sufficient and independent.
- Assist appropriate youth to acquire host home placements or apartments and monitor their progress.
- Assist youth in identifying and utilizing community resources.

Indirect Services:

- Complete all client record documentation per program protocol.
- Conduct regular client reviews of caseload.
- Attend team meetings as required.
- Participate in all required staff development and training activities.
- Secure and maintain appropriate client housing.

Other Responsibilities:

- Adhere to ethical standards.
- Adhere to policies and procedures of the agency and TLP services.
- Maintain confidential information concerning the agency, clients, and program organizational plans.
- Participate in continuous quality improvement process for program evaluation including client record reviews, client surveys and outcome measures.
- Adhere to the requirements of grant/contracts.
- Provide a safe physical and emotional environment for clients in the program.

Position Name: Case Manager TLP

Department: Housing Services

Supervisor: Program Manager

Revision Date:

FTE: .7 FTE Exempt Non-Exempt

Position #: 2019 BJ

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.
Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

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