

POSITION DESCRIPTION

Position: Youth Case Manager
Program: Mather Community Campus Family Services
Reports to: Family Services Supervisor

Status: Non-exempt
Date Revised: 12/2014

POSITION SUMMARY:

This position is responsible for developing, implementing, and maintaining a case management plan to assist the program's students with accessing continuing education, employment, and addressing any bio, psycho, social issues that may lead to homelessness, criminal behavior, or otherwise non-productive lifestyles. The position is also responsible for providing life skills training.

OBJECTIVES/ACTIVITIES:

DIRECT SERVICE

1. Conduct needs assessments on all students upon entry and provides evaluation of medical, physical, emotional, psychological and legal needs.
2. Coordinate educational options age appropriate for discussion groups, artistic expression, "emotion based" reading circles, positive redirection through intervention, or any other special needs.
3. Develop and conduct for parents and youth living skills training and education, individually and in groups.
4. Provide individual and group counseling
5. Assist in facilitating on-site tutoring in Homework/Learning Lab with CSUS tutors, and support parent/teacher involvement in academic success.
6. Provide crisis intervention and management as needed.

INDIRECT SERVICE

7. Liaison between clients and community service agencies to meet client needs.
8. Maintain a list of all available community services and providers.
9. Assure a safe, non-judgmental environment for the clients.
10. Maintain positive, professional relationships with clients and staff.
11. Participate in agency and outside training sessions.

RECORDKEEPING AND COMMUNICATION

12. Maintain files on each participant which will include psych-social information, short and long term plans to maintain and improve self-sufficiency.
13. Document progress and assistance in removing obstacles to set goals. Provide routine documentation of coordination and follow-up of all areas.
14. Provide records and services in compliance with agency policies, regulatory and funding source requirements.
15. Maintain daily, clear and thorough communication with the Family Services Supervisor on all areas of responsibility listed in this job description.

DESIRED QUALIFICATIONS:

This position requires a Bachelor's Degree in Social Work or related field plus equivalent experience working with childhood development. Combination of education and experience will be considered. This position requires demonstrated ability in record keeping, good written and verbal communication skills, knowledge of problems unique to youth adults, minorities, persons with disabilities, substance abusers the general foster youth population. This position requires CPR and First Aid training with ninety (90) days of employment date and re-certification as necessary and T.B. testing annually. A valid California driver's license is required.

SPECIFIC SKILLS REQUIRED:

Basic computer skills
Teamwork skills
Oral and written communication skills
Ability to assist other people
Ability to communicate appropriate personal and professional boundaries with clients and staff
Organizational skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Lift and move up to 25 pounds
Stand, walk and sit frequently
Bend, stoop and kneel frequently

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

NATURE OF SUPERVISION RECEIVED:

This position requires daily contact with county/state/city and business entities, clients and all levels of support staff. The Youth Case Manager is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible.

NUMBER OF EMPLOYEES:

No employees report to this position.

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____