

## Phyllis Wheatley Community Center Job Description

### I. IDENTIFYING INFORMATION

<b>Job Title:</b>	<b>be@school Case Manager</b>
<b>Classification/Grade:</b>	<b>FT Non-Exempt Regular</b>
<b>Supervisor's Title:</b>	<b>Director of Programs</b>

### II. Job Summary

The primary objective of this position is to assist children and families in achieving school success. The In Class/be@school Case Manager will assist children and families in achieving school success by monitoring student attendance, providing support, advocacy and resource referrals; and working collaboratively with families, school personnel and other agencies, as well as perform other assignments under moderate supervision. To perform this job successfully, you must be able to carry out each essential duty satisfactorily.

This job description serves only as a general description of anticipated day-to-day responsibilities of the position. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. Management retains the description and add duties or change the duties of this position at any time.

### III. Core Job Functions

#### A. Case Management:

1. Take referrals for case management and other services from the schools
2. Conduct frequent school and home visits to assess the strengths and needs of children and families
3. Regularly monitor school attendance
4. Develop and monitor case plans with families to increase school success and self-sufficiency
5. Provide case management services, including resources and referrals as needed.
6. Support parents to understand and negotiate systems and interface with them as partners in their child's healthy development.
7. Model and teach advocacy skills.
8. Work collaboratively with families, school's personnel and other agencies.
9. Develop and maintain good relationships with participants, outside service providers, and school partners.
10. Integrate curriculum that develops self-esteem and increase developmental assets of student and families.

#### B. Program Administration:

1. Keep daily notes reflecting progress, services provided, and other areas of focus.
2. Enter and maintain participant information and outcomes in agency's database.
3. Prepare reports and billings as required by the Agency and the funders.
4. Ensure that all case files contact all program forms and detailed case notation.
5. Actively participate in meetings as necessary to meet program outcomes.
6. Participate in department and agency wide meetings.
7. Participating in professional development activities and share information with department and agency staff.

8. Assist with the planning and implementing of program and agency events.

<b>IV. Position Requirements</b>
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- A. Minimum Education and Experience:
  1. Bachelor's degree in human services, social worker, or related field or equivalent combination of education and experience.
  2. Three-years related experience
- B. Skills, Knowledge and Abilities
  1. Culturally specific competencies.
  2. Demonstrated commitment to and ability to work effectively with communities of diverse backgrounds.
  3. Basic knowledge of child protection procedures and juvenile justice systems.
  4. Knowledge of public school system and its sources of support for students and families.
  5. Understanding of issues related to educational/school success.
  6. Knowledge of resources and how to access them.
  7. Able to create and facilitate group activities and experiences.
  8. Working understanding of strength-based approach.
  9. Demonstrated understanding of strength-based approach.
  10. Understanding of effective case management function.
  11. Access to reliable transportation and the ability to travel within the metro area.
  12. Ability to meet the agency driving requirements.
  13. Effective verbal and written communication skills.
  14. Skilled in community organizing including ability to identify issues, build consensus, problem solve and deal with conflict and resistance in a collaborative manner.
  15. Demonstrated ability to work independently within established limits and maintain accountability to organization.
  16. Ability to maintain client confidentiality.
  17. Must be able to work effectively in a mission-driven agency whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality, and religion.
- C. Licenses and/or Certifications:
  1. Valid Minnesota Driver's license.

## **VI. JOB QUALIFICATIONS**

### ***Minimum Education and Experience***

- Bachelor's Degree in social work, psychology, sociology, or a closely related field from an accredited four-year college or university. If a case manager's bachelor's degree is not in one of the above fields, they must have one year of supervised experience in the delivery of social services to children as a caseworker in a public or private social service agency.
- Skilled in the process of identifying and assessing a wide range of children's needs.
- Knowledgeable of Child Welfare-Target Case Management (CW-TCM.)