

SCHOOL DISTRICT OF FLAGLER COUNTY**JOB DESCRIPTION****YOUTH CENTER CASE MANAGER****QUALIFICATIONS:**

Associates Degree (AA) or Bachelor's degree from an accredited college or university in human services related field and general knowledge of Workforce Investment Act laws and criteria for WIA youth programs. Must have at least one year of case management experience working with older youth.

1. Knowledge of community resources and counseling/social work practices with at risk youth.
2. Experience working with at risk youth.
3. Good documentation skills.
4. Excellent written and verbal communication skills, ability to establish rapport.
5. Ability to motivate others towards achieving goals.
6. Ability to work independently with strong sense of focus, task-oriented, non-judgmental, open personal qualities, clear sense of boundaries.
7. A strong sense of and respect for confidentiality involving both clients and fellow employees.
8. Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
9. Ability to legally operate a motor vehicle and provide own transportation
10. Provide case management services (information, plan referrals and linkages).
11. Develop and maintain case records and service documentation according to contract standards, objective assessments, employment plan, case plans.

CASE MANAGER (continued)

12. Consistently document case activities in Employ Florida Market (EFM).
13. Monitor quality of care by conducting face-to-face home/residential visits.
14. Coordinate services with other professionals and paraprofessionals.
15. Conduct community outreach.
16. Provide and/or arrange for transportation of clients to appointments, community agencies, etc., as needed.
17. Conduct face to face visits with parents of youth if needed to discuss plan.
18. Provide and/or refer youth to services, understand and use information from service providers.
19. Knowledge of Workforce Investment Act for youth services and WIA criteria.
20. To determine and plan to overcome barriers of youth.

KNOWLEDGE:

1. **SKILLS AND ABILITIES:** Must have good computer skills, excel, word, power point
2. Must have good oral and written communication skills
3. Must have experience in mentoring and/or job coaching
4. Must be able to pass drug and back ground check

REPORTS TO:

Director, Youth Center

JOB GOAL

To provide case management services and support to eligible older youth through individual service plans, planning, implementation and overall client needs. The overall objective of this position is to enhance the quality of life, stability, and promote independence to young adults by mentoring and coaching them to success.

SUPERVISES:

NONE

TECHNOLOGY ACCESS: NO ACCESS

PHYSICAL REQUIREMENTS:

CASE MANAGER (continued)

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Grant approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

SALARY: Grant Funded