

Case Manager – 35K

Role and Responsibilities

Perform detailed case management duties for families enrolled in the Program. Perform all duties in accordance with the Performance Standards.

Functions of the Job

- Recruits and enrolls children in the Program.
- Assists participant with self-sufficiency planning and make applicable preparation for job placement, adult education, or training.
- Completes comprehensive needs assessment and self-sufficiency pact on each eligible participant.
- Develops and/or assists participants with the development of individual care plans and monitor their progress with personal visits or phone calls regularly.
- Coordinates Family/Child Meetings for children with special needs.
- Reviews referrals for children with special needs and provides follow up to families and staff.
- Contacts and documents participants' status on a bi-weekly basis or as necessary.
- Assists participants with removal of barriers to successful employment; arrange transportation, day care, and other essential services as needed (i.e. linking participant to other company programs and services).
- Facilitates and/or conducts group work activities for families.
- Collaborates with other agencies and organizations as it relates to assisting family in meeting their needs of building self-reliance.
- Volunteers in the classroom, support children at home with curriculum outcomes, and attend parent activities and meetings.
- Completes all documentation and record keeping as required by this company and other regulatory agencies and prepare statistical reports.
- Ensures all families meet enrollment and program requirements per Social, Health and medical requirements in coordination with Health staff and Family Service staff.
- Makes presentations to large and small groups.
- Attends regular staff meetings, team meetings, in-service training and other meetings as required/requested.

How to Apply: Interested candidates should forward their resume saved as a Microsoft Word document with both month and year on dates of employment to: kgorczynski@ultimatestaffing.com and enter **Case Manager** in the subject line of your email. **Note: Only applicants with resumes to include month and year on dates of employment will be considered.**

Education Requirements

Bachelor Degree in Human Services, Social work or a related field required.

Experience

Knowledge of case management and welfare reform guidelines for case management. One (1) year experience working with people providing case management and social work services. Good knowledge of community resources. Desired fluency in the languages spoken by the families served by the program.