

# **YOUTH IN NEED**

## **JOB DESCRIPTION**

### **BACKGROUND**

**Job Title:** Case Manager, Supported Apartment Program

**Reports To:** Associate Director, RHY East

**FLSA Status:** Non-Exempt

### **PURPOSE OF JOB**

Assist youth in becoming productive members of society by collaborating with internal and external partners for care and development of overall wellbeing. Teach youth the necessary skills for long term independence.

### **ESSENTIAL RESPONSIBILITY NO. 1 - 65 % OF TIME**

Description: Teach youth basic life skills in the areas of hygiene, effective communication, resume writing, interviewing, banking, conflict resolution, cooking, cleaning, parenting, social skills, boundaries, career and professional development, etc. Complete case management activities with youth including applying for Medicaid/SSI, obtaining identification, scheduling and attending medical appointments, etc.

- Task No. 1 Carry a caseload of assigned youth
- Task No. 2 Meet 1:1 with youth 1-2 hours per week to assess and develop life skills
- Task No. 3 Coordinate and facilitate 1-2 weekly life skills groups for residential youth.
- Task No. 4 Organize monthly Group Home/Apartment gatherings to include guest speakers, job fairs, cook-offs and themed dinners.
- Task No. 5 Schedule and coordinate experiential field trips to coincide with life skills curriculum.
- Task No. 6 Identify and provide service learning opportunities for youth.
- Task No. 7 Assist youth in obtaining employment by assisting with job hunt, giving feedback and providing support and advocacy around vocational issues.
- Task No. 8 Assist youth in enrollment in an educational program and monitor progress
- Task No. 9 Assist youth in managing finances, creating a budget and developing a savings plan
- Task No. 10 Link youth with needed community resources
- Task No. 11 Assess youth for substance abuse and mental health services
- Task No. 12 Provide transportation as needed for appointments and meetings
- Task No. 13 Complete unannounced apartment visits with youth at least twice a month

### **ESSENTIAL RESPONSIBILITY NO. 2 - 10% OF TIME**

Description: Case management and service plan coordination.

- Task No. 1 Utilize curriculum and develop additional activities for a comprehensive life skills program.

Task No. 2 Develop service plans in coordination with Child, Youth and Family Therapist (SAP).

**ESSENTIAL RESPONSIBILITY NO. 3 - 5 % OF TIME**

Description: Network with community resources

Task No. 1 Establish mentoring network consisting of a variety of occupations and link youth with opportunities for professional mentoring.

Task No. 2 Cultivate relationships with area community resources and maintain relationships with youth's employers, landlords, school personnel, etc.

Task No. 3 Network with community resources to establish new employment/partnership opportunities for youth and build on existing partnerships.

**ESSENTIAL RESPONSIBILITY NO. 4 - 15 % OF TIME**

Description: Monitoring progress and outcomes of youth

Task No. 1 Assess TLP/ILP youth using formal assessment tools and track progress

Task No. 2 Attend weekly staffing to report on youth's progress and partner with RYCW's and CCM to determine ways to assess and implement life skills in the group home and apartment setting.

Task No. 3 Attend Family Support Team meetings, IEP's and any other related meetings to discuss youth's progress in the program and transitional goals.

Task No. 4 Monitor and document youth's attendance and progress in life skills groups

Task No. 5 Complete monthly progress reports and outcome reports.

Task No. 6 Complete weekly documentation of meetings with youth in data management system

Task No. 7 Reassess youth at minimum of every 3 months and track outcomes.

**ADDITIONAL RESPONSIBILITIES - 5 % OF TIME**

Task No. 1 Other duties as assigned.

**Required Education and Credentials**

Bachelors in Social Work, Psychology, Sociology or related or HS diploma/equivalent and four years experience in human services or a combination of education and experience equal to above.

**KNOWLEDGE**

Familiar with at risk youth behaviors and barriers

Knowledge of different teaching and learning styles

Behavior modification, learning tools and outside resources

Understanding of appropriate psychological boundaries

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Knowledge of Microsoft office products and ability to navigate program specific software.

Ability to be CPR certified

## **EXPERIENCE**

Work with at-risk youth

Group Facilitation

## **SKILLS**

Excellent verbal and written communication skills

Conflict resolution

Group facilitation

Basic computer skills

Flexibility

## **ENVIRONMENTAL CONDITIONS**

This job operates both in an office environment and within the programs. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **PHYSICAL REQUIREMENTS**

When performing the duties of the job, the employee is regularly required to talk, hear and write. Must have visual ability to supervise youth. Must be able to ascend/descend stairs to serve clients.

## **DRIVING REQUIREMENTS**

Class E Driver's License – Required

Local travel required.

Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

## **OTHER REQUIREMENTS**

Ability to work a flexible schedule outside of traditional work hours to accommodate the needs and schedules of the youth

Being able to work with the team effectively and assist with other program components

**Written By:** Erin Strohbehn

**Approved By:** April Steavenson

**Approval Date:** 3/14, 7/16, 2/20

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed or Typed Name** \_\_\_\_\_

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.