

Position Description

Title: Case Manager

Reports to: FamilySource Center Director/Assistant Director

Summary: The Case Manager will work with individual families to conduct in depth case management “needs assessments” that identifies the needs for each family member and to also remove barriers for the family’s employment, health and overall well-being. The Case Manager will identify resources and services to address those needs. The Case Manager supports the family’s access to services by developing a personalized case plan by working with the family to meet the goals of the case plan. The case manager will also track progress of clients while working with the FamilySource Center.

Responsibilities and Initiatives:

- Oversee implementation of services for each family
- Assess family needs
- Complete case plans and other documentation using project protocol
- Provide home visits monthly per family or as prescribed by case plan
- Meet regularly with FDN director and/or FDN staff and partners
- Provide and maintain appropriate data and files of the children and families
- Participate in staff meetings, monthly trainings and other department programs as requested
- Assist in program evaluation;
- Handle crisis and/or emergency situations as needed
- Transport families as needed in personal vehicle
- Provide transportation vouchers and maintain report
- Participate in all appropriate sessions and meetings
- Assist in development and coordination of special assignments and programs
- Maintain a professional attitude, confidentiality, and respect cultural differences
- Complete all other duties as assigned
- Must be available to work some evenings and Saturdays.

QUALIFICATIONS:

Bachelor degree in Social work or related field, plus three years experience providing case management services

2 years working in a non-profit organization required

Excellent communication and organizational skills; strong written and interpersonal skills

Class C Driver's License, automobile, auto liability insurance, good driving record;

Bilingual (Spanish, Thai, or Armenian)

Experience working with individuals with diverse ethnic backgrounds

Demonstrated ability to work effectively as a member of a team

Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)

Leadership experience working with community social service and health organizations strongly preferred

COMPENSATION

Competitive salary commensurate with experience.

Benefits: Health, dental, and vision. Option to participate in 403 (b) retirement plans

Hours/Week: Full-time/40 hours

HOW TO APPLY

Email cover letter and resume to jobs@ypiusa.org.

Write "FSC Case Manager" and your last name in the subject line.

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