

Classification: Case Manager
Position Title CASA Case Manager
Department: Family Preservation
Reports to: Program Coordinator

Definition of Classification:

Under general supervision, provide case management services to clients in accordance with the funding contract. This may include, but is not limited to needs assessments, referrals to community resources, instruction (one-on-one and in group or classroom settings), follow-up contact, coaching, mentoring, recruiting, and social service support to the client.

Description of Duties:

Case Management:

1. Have a solid working knowledge of all the rules, regulations, and laws that apply to the CASA program.
2. Provide supervision, guidance and support to CASA advocates who are assigned to children who are dependents of the San Joaquin County Juvenile Court.
3. Assume responsibility for case assessments, service plans, and reports for each Advocate, child and family in the caseload.
4. Maintain CASA files on a daily basis and assisting with any related statistical and/or evaluation components.
5. Complete Family Finding duties as needed for youth that fit the FF criteria.
6. Promote and maintain a sense of teamwork between CASA, other CAPC staff, Advocates, the Advisory Council, the Court, and other individuals relevant to the successful case management of each case.
7. Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission and Values.
8. Assist the Program Manager in the delivery of CASA recruitment and training.
9. Network with other community agencies and participate when requested, in community and health fairs and other events designed to promote the CASA program.
10. Other duties, both program specific and CAPC related, as assigned.

Minimum Qualifications

Education: Graduation from an accredited four year college or university with major course in social services or a closely related field.

Experience: Four years of relevant experience working with children and families or social work case management. Experience working with volunteers is desirable.

Substitution: Additional qualifying experience may be substituted for required education on a year-for-year basis to a maximum of two years.

Knowledge of: The child welfare system, childhood development, and child abuse issues.

Ability to: Gather and analyze data; organize and write reports, read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain working relationships with others; present oneself professionally.

Technical Skills: Intermediate knowledge of Microsoft Office (Word, Excel, Access, Outlook, Powerpoint, Publisher).

Condition of Employment: Employee shall be required to provide a T.B. clearance (checked every two years), submit fingerprints for Department of Justice Clearance, and provide annually, a DMV record report compliant with the Agency's liability insurance requirements. Employee must have a car, a valid driver's license, and proof of automobile insurance. Employee must demonstrate strong interpersonal skills and the ability to communicate with clients and co-workers in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Available to work on evenings and weekends as required by supervisor.

Physical Demands: In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, walk, and hear well is necessary. The employee may also be required to reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. On occasion, the employee may be required to lift and/or move 25 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary.

Physical demands described here are representative of those that must be met by every CAPC employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Acknowledgment:

I have read and understand the requirements for this position. My performance of these duties will be evaluated after a 90 probationary period and at the anniversary of my hire date thereafter.

I understand that this position is grant funded and may be eliminated for lack of funding or reorganization.

I understand that I am an at-will employee.

Accepted: _____
Employee signature Date

Accepted: _____
Supervisor Date