

Job Description: Vocational Specialist Case Manager
Department: Family and Youth Issues
Last Revised: 07.21

Definition

The FYI vocational specialist case manager is responsible for providing information and referrals, facilitative case management, outreach, and direct services to youth. This person will network in the private and public sectors to develop career-building opportunities for participating youth. This position will report to program manager who directly oversees specific program

Hours

30 hours a week, 12pm-7pm

Supervision

Reports directly to Program Manager

Duties

- Assists in the daily operation of funded program
- Develop and maintain partnerships in the public and private sectors that will provide career opportunities that are aligned with youths' interests and goals
- Assist program manager and students to identify and schedule career-related guest speakers, site visits, job shadow experiences, and informational interviews
- Work with program manager for marketing the program to potential employers. This will include developing and making presentations about funded program
- Meet with potential job sites at regular intervals to learn their job and career goals or immediate needs
- Plan and organize individual student interest profiles, job search skills workshops including interviewing, resume preparation, and other skills
- Plan and organize job search skills workshops including interviewing, resume preparation, and other skills
- Connect trainees with viable job opportunities that match their interest profile
- Create mock interview panels for students relative to placements being sought
- Ensure trainees are prepared before going to job interviews, and conduct follow-up assessments.
- Work closely with employers of youth to maximize youth employment retention and success
- Provide evaluation, conciliation, and mediation between employer and employee post job placement
- Provides information and referrals for individuals referred to the program by staff from Juvenile Services, school district or community-based organizations as well as "walk-in" or self-referrals.
- Profile and screen for needs of youth and families and provide appropriate referrals to community resources with regard to status offenses and school/Cabinet/community resources.
- Provides facilitative case management services to youth and families that enroll in funded program
- Conducts follow-up activities with youth clients.
- Conducts outreach at specified sites to identify youth and families in need of services.
- Conducts client intakes for FYI Department programs.
- Work directly with teachers and FYI staff daily.

- Participates or attends truancy related activities, including sweeps, School Attendance Advisory Board and the School Attendance Review Board.
- Enters updates and monitors information in client databases for case management.
- Submits monthly reports as directed.
- May be required to transport youth and/or families .
- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Perform other duties as assigned.

Entry Level Qualifications

Knowledge of

- Community agencies and resources, as well as an understanding of the problems facing youth and families.
- Family and youth relationship issues.
- Sound decision-making, crisis management techniques, and be a self-motivated team player.
- Case Management skills with an emphasis on wraparound services.
- Computer applications and the desire to learn new programs.

Ability to

- Keep appointments punctually, be organized and demonstrate follow through.
- Express ideas clearly and concisely both orally and in writing.
- Work with adults and youth of diverse backgrounds and beliefs.
- Problem solve in stressful situations.
- Work as a member of a multidisciplinary team.

Special Requirements

- Bachelor Degree or equivalent experience in a related field.
- Bilingual preferred.
- Able to pass complete background check.
- Driver's license and vehicle.
- Must be able to work some evenings and weekends as needed.
- Must be able to walk up and down stairs.
- Must be able to lift and carry up to 25 lbs.
- Must be able to travel in state and out of state for training, if needed.

License or Certificate

- Able to pass complete background check.
- Must have reliable transportation to and from work.
- Possess a valid Nevada Driver's License and proof of insurance if utilizing a personal vehicle for company business.
- Willing to obtain required medical screen and immunizations such as TB test, Hepatitis, etc.

Benefits

- Eligible to receive Cabinet benefits for full-time staff.

The Children's Cabinet is an equal opportunity employer and encourages persons to apply regardless of their race, sex, sexual orientation, gender identity, color, religion, veteran status, national origin, age, handicap, disability, familial status, political affiliation or beliefs.

It is the policy of the Children's Cabinet, Inc. that all employees are employed at the will of both the employee and the Children's Cabinet.