 The Children's Cabinet	Position: Continued Success Case Manager	
	Department: Family Youth and Intervention (FYI)	
	Pay Range: \$19.86-\$21.89	Status: Non-Exempt
	Last Revised: 2/2023	

Continued Success


The Continued Success case manager provides a continued path of support after school for high school students who are struggling in school, at home, in the juvenile justice system, or in other areas. The FYI Continued Success after school program Case Manager is responsible for providing information and referrals, peer engagement activities, vocational career exploration, Service learning activities, facilitative case management, outreach and direct services to youth and families referred to the Children’s Cabinet Continued Success program. This position is required to work in the evenings and will report to a FYI Program Coordinator/Manager.

Duties

Continued Success Case Managers will perform all duties assigned to General Case Mangers as well as:

- Assists in the daily operation of Continued Success
- Oversee Kids Café or other meal programs
- Provides information and referrals for individuals referred to the program by staff from WCSD, Juvenile Services, 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 Continued Success
- Assists in developing and implementing program curriculum
- Conducts programming activities both on and off site
- Conducts follow-up activities with youth clients.
- Conducts outreach at specified sites to identify youth and families in need of services.

- Work directly with teachers and other staff daily
- Enters, updates and monitors information in client databases for case management and NDE required databases.
- Submits monthly reports as directed.
- Responsible for establishing eligibility for youth participating in youth programs.
- May be required to transport youth and/or families.
- Perform other duties as assigned

 The Children's Cabinet	Position: Continued Success Case Manager	
	Department: Family Youth and Intervention (FYI)	
	Level: Level 3	Status: Non-Exempt
	Last Revised: 2/2023	

General Case management

Case Management services are offered to every child and family that gets assistance from The Children's Cabinet. Our Case Management focus is on strengths, community support, and long-term solutions built through a team-based decision-making process. These services include but are not limited to child and family advocacy, crisis intervention, basic needs security, general support, and facilitating access to resources and referrals. The Case Manager frequently engages and works with local public service agencies and other non-profit organizations to ensure all of the family's needs are met. The Case Manager provides wrap-around case management, which focuses on four key elements 1): *Determined by families*, 2): *Driven by underlying needs* 3): *Grounded in a strength's perspective* 4): *Supported by an effective team process*. Case Managers ensure that all referring data is received, tracked, and managed properly. This position requires the Case Manager to be on a rotation for Case Manager of the Day (CMOD), which is the frontline contact when an individual calls into The Children's Cabinet or walks into The Children's Cabinet FYI building. The CMOD focuses on ensuring families and individuals seeking support have a trained case manager to assess immediate needs, discuss The Children's Cabinet programs, facilitate referrals to appropriate program(s), and offer other resources and referrals services as needed. This position will report to the FYI Program Coordinator/Manager

Supervision Exercised

None

Duties

- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Read, understand, and apply all agency and department policy and procedures.
- Have a complete understanding of the agency's programs and community resources in order to provide information and referral to families through case management services;
- Participates or attends program activities, including staff and parent meetings;
- If applicable -Participates in Children's Cabinet sponsored activities (e.g., ART of Childhood, field trips, graduations, awards ceremonies, etc.);
- Case Manager of the Day (CMOD);
- Participation in in-service training and other staff development activities;
- Provides case management services to families and/or youth that participate in the family strengthening programs

- Develops and implements FYI Department programs.
- 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 case management services to families and/or youth that participate in the family strengthening programs.
- Conducts follow-up activities with youth clients.
- Facilitative case management;
- Conducts outreach at specified sites to identify youth and families in need of services.
- Conducts client intakes for FYI Department programs.
- Enters updates and monitors information in client databases for case management.
- Submits monthly reports as directed.
- Participates or attends truancy related activities, including sweeps, School Attendance Advisory Board and the School Attendance Review Board.
- Responsible for establishing eligibility for youth participating in youth programs.
- May be required to transport families and/or youth.
- Perform other duties as assigned.

Entry Level Qualifications

Knowledge of

- Appropriate interactions with children and families;
- Community agencies and resources, as well as an understanding of the problems facing youth and families;
- Positive parenting concepts and work/life supports for families;
- Family and youth relationship issues;
- Sound decision-making, crisis management techniques, be self-motivated and a team player;
- Case Management skills with an emphasis on wraparound and facilitating 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;
- Adhere to schedules and specific timetables;
- Use good organizational skills and the ability to be task-oriented;
- Work with families of diverse backgrounds and beliefs and adapt service delivery accordingly;
- Problem solve in stressful situations;
- Use excellent inter-personal skills, including intangible qualities (e.g., friendliness, openness, non-judgmental attitude, enthusiasm, empathy etc.);
- Work collaboratively with staff, school district personnel and community agencies;
- Be physically capable of performing all job duties including; being able to lift up to 40lbs, walking up or down stairs, sitting at a computer for long periods of time.
- Serve as a role model (positive attitude, professional dress, demeanor and behavior);
- Work as a member of a multidisciplinary team.

Special Requirements

- Bachelor degree preferred in Related Field or equivalent combination of education and experience in early childhood through adolescence.
- Bilingual (English/Spanish) preferred.
- Must have reliable transportation to get to and from work.
- Must possess a valid Nevada Driver's License, and proof of insurance if utilizing a personal vehicle for company business.
- Work requires some weekend and evening hours.
- Be physically capable of performing all job duties. This may include lifting and carrying up to 40 lbs., walking up and down stairs, and data entry requiring repetitive typing motion.

License or Certificate

- Able to pass complete background check.
- May be required to maintain current child care worker requirements.
- Willing to obtain required medical screen and immunizations such as TB test, Hepatitis, etc.

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 will of both the employee and the Children's Cabinet.