

 The Children's Cabinet	Position: Safe @ Home Case Manager	
	Department: Family Youth and Intervention (FYI)	
	Level: Level 3 - \$20.60	Status: Non-Exempt
	Last Revised: 7/2023	

Definition

The Safe @ Home Case Manager is responsible for providing safety management, safety services, information and referrals, case management, outreach and direct services to DCFS families who are referred to the Children’s Cabinet. This position reports to a FYI Program Supervisor.

Supervision

None

Duties

- Implements the Family First Safety Management program.
- Provides information and referrals for families participating in the program.
- Provides direct Safety Services and Safety Service Management to families in the program
- Profiles and screens for needs of youth and families; provides appropriate referrals to community resources including the provision of concrete and emergency basic needs.
- Provides case management services to families involved with DCFS
- Conducts contact with clients and families as indicated in DCFS Safety Plans unless otherwise instructed
- Participates in supervision staffing of cases at least weekly.
- Participates in safety plan determination meetings with DCFS workers as described in PCFA and PCPA policies and procedures.
- Enters all case level case notes in UNITY (the State of Nevada’s SACWIS system)
- Read, understand, and follow FYI Policies and Procedures.
- Initiate, complete, and maintain all required paperwork within designated timeline.
- Enters, updates and monitors information in client databases for case management.
- Submits monthly reports as directed.
- May be required to transport families and/or youth.
- Achieves an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Performs other duties as assigned.

Minimum Qualifications Needed

Knowledge of

- Family and youth relationship issues.
- Appropriate interactions with youth and families.
- Case Management skills
- Community Resources

Ability to

- Keep appointments punctually, be organized and demonstrate follow through.
 - Learn new ideas and skills by reading and with hands-on-training.
 - 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
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Special Requirements

- Bachelor Degree in Human Services or related field or Bachelor Degree plus two years of experience in Human Services required.
 - Bilingual preferred.
 - Able to pass complete background check.
 - Must possess a valid Nevada Driver's License and proof of insurance if utilizing personal vehicle for company business
 - Must have reliable transportation to get to and from work.
 - Must be able to lift and carry 25lbs (to move files and resources for family); be able to climb up and down stairs (must go on home visits to families referred to the program); repetitive key stroking (must input data into various databases)
 - Ability to work occasional evenings and weekends.
 - Willing to obtain needed medical screens and immunizations such as TB test, Hepatitis, etc.
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Benefits

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