CAREER OPPORTUNITY

Title: Education Case Manager Specialist

Hours: Full-time, non-exempt (37.5 hours)

Brief Description:
The Education Case Manager Specialist provides case management services to school students and their family to help strengthen and support positive outcomes at home and school. In addition, the Education Case Manager Specialist will help educate school students utilizing the Second Step curriculum in the classroom. The Education Case Manager Specialist will also work with IMPACT clients and families by providing individual and family assessment, home-based outreach and parenting education, case management services, community resource support, and linkages to other agency and community services to strengthen parent and family. The position will also work closely with Counselors to provide support to counseling clients and families on an as needed basis.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

I. ECHO case management and education
   1. Provide case management support to school students and their families as requested by school guidance counselor and/or teacher.
   2. Understanding of social-emotional learning.
   3. Ability to teach Second Step curriculum from kindergarten through eighth grade.
   4. Understanding of childhood development and family systems.
   5. Co-facilitate small groups if requested by School Guidance Counselor.
   6. Linkage to other agencies and community services as needed.
   7. Collaboration with School Guidance Counselor related to potential need for counseling services for student(s).
   8. Conduct Family Engagement activities per School request.
   9. Ensure documentation is completed within 24 hours.

II. Case Management coordination with Internal Resources and Collaborating Agencies
   1. Provide case management support to counseling clients per request of Counselors.
   2. Conduct Children in Between parenting classes as requested by Probate Court.
   3. Identify need for, and develop, class content for Children in Between parenting classes that is evidence/researched based to meet Participant need.
   4. Collaborate with Juvenile Court regarding IMPACT program.
   5. Provide case management services to youth and their family in IMPACT program with parental approval.
   6. Ensure monthly IMPACT reports are completed and turned in to Juvenile Court in a timely manner.
   7. Engage in community outreach, community research, and personal contact to successfully network and maintain positive relationships with other agencies and programs.
   8. Complete case closing when appropriate.
III. **Administrative Support**
1. Responsible for maintaining and updating counseling waitlist.
2. Assists with contacting mental health clients and confirming appointment days/times.
3. Provides front office coverage when needed.
4. Provides after-hours coverage when needed.
5. Offers community resources to callers as needed.
6. Responsible for completing grant projects when available.

IV. **Documentation, Training, Teamwork, Professional Growth, and Program Evaluation**
1. Client’s records organized and maintained.
2. End of previous month dates completed by the 5th of each month.
3. Case progress notes, openings, and closings are accurate and kept current according to program procedures.
4. Actively and regularly attend and participate in team meetings and informal processes or projects.
5. Actively participate in individual supervision and utilize supervision toward professional development.
6. Participate in own professional development by attendance at workshops and formal training, informal team training, self-study, and research on best practices to stay current and skilled at delivering services.
7. Demonstrate an attitude and approach of team player.
8. Maintain educational requirements for individual licensure if applicable.

V. **Performance of other responsibilities as assigned.**
1. Cooperate in acceptance and competition of special requests.
2. Show initiative with volunteering for and encouraging special assignments.
3. Regularly attend and actively participate in work group meetings.
4. Present information or educational workshops to community groups as consistent with areas of expertise and availability.
5. Contribute to the realization of the agency’s mission and objectives, including meeting professional standards of practice including but not limited to acting as an ambassador for the agency.

**MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:**
- Bachelor’s degree in social work, family life education, psychology, education, or related field.
- Demonstrated skills in client assessment, case planning and goal setting, intervention tracking.
- At least one-year related experience.
- Experience working with families. Desirable to have experience delivering parent education and home-based services.
- Knowledge of community resources and ability to make effective referrals.
- Ability to network with other persons/agencies to meet client needs/goals.
- Ability to work with diverse populations.
- Knowledge in the areas of child and adolescent development/issues.
• Ability to work independently as well as participate as a member of a department team and engage in cooperation across agency services.
• Sound skills in client engagement, building rapport, engaging in motivational interviewing, and case management intervention.
• Effective oral and written communication.
• Ability to complete effective case notes in a timely manner and use basic computer skills for electronic record keeping.
• Ability to collect data and assist with program evaluation activities.
• Willingness to work flexible hours.
• Ability to lift 25 pounds.
• Valid Ohio driver’s license, access to dependable transportation.
• Knowledge of Medicaid payment systems

PREFERRED:
• Licensed by the State of Ohio as a LSW or comparable licensure with experience.

All interested candidates should send a resume with salary requirement to: Human Resources Catholic Social Services of the Miami Valley 922 W. Riverview Ave. Dayton OH 45402, Or e-mail to jobs@cssmv.org, Or fax to 222-6750