Department Number:	600	Allocation:	Family Safety Net
FSA:	Non-Exempt	FTE:	.75
Reports to:	FSN Program Manager	Updated:	4/2009

JOB DESCRIPTION

I. **Position Title**: **Case Management Specialist** **Part-Time**

II. **Position Summary**: Provides professional case management services to adults, adolescents, children and families with the goal of promoting individual and family stability and self-sufficiency as part of the metro-wide homeless prevention program.

III. **Qualifications**:

a. Education and Experience: Bachelor's degree in social work, sociology, guidance and counseling, child development, gerontology or closely related human service field from an accredited college or university; or a minimum of 5 years experience as a Social Case Worker for a public or private agency. MSW preferred. Bi-lingual in Spanish preferred.

b. Other: Demonstrates strong communication, organizational and interpersonal skills. Knowledge of theories and practices of counseling and social work, skills in the use of interviewing and assessment techniques, preparing professional reports and documents and in establishing and maintaining effective working relationships with other employees, organizations and the public. Flexible and able to multi-task in a fast-paced environment. Basic knowledge of computers. Knowledge of the service population's cultural and socioeconomic characteristics and appropriate techniques and practices for the client population. Ability to interact effectively as a team member and independently with Agency staff and with a diverse client base.

IV. **Responsibilities**:

a. Performs comprehensive psycho-social assessments of adults, children and families.
b. Determines the necessary level of intervention by evaluating client data.
c. Develops, implements and modifies treatment/service plans with individuals, families and ancillary service providers.
d. Provides counseling, crisis intervention and supportive services to assist clients in reaching treatment goals.
e. Monitors and assesses client progress towards identified goals.
f. Initiates collaborative working relationships with other community-based organizations and parishes for reasons of advocacy, education, resource development and public relations.
g. Authorizes services of the program based on assessment of need and availability of resources.
h. Maintains accurate case records; documents client contacts and progress to ensure accountability.
i. Participates in staff training as required.
j. Completes or provides input to reports documenting program activities.
k. Uses creativity and innovation in program development and service delivery.
l. Maintains confidentiality of client and Agency information.
m. Regular and predictable attendance.