

TUSCARORA INTERMEDIATE UNIT

Position Title

Case Manager Youth Projects for the TIU Community Education & Workforce Services (CEWS)

Employee Status

Community Education & Workforce Services (non-certificated) Employee Level 5

Role Relationships

The Case Manager Youth Projects for the TIU Community Education & Workforce Services shall be directly responsible to the CEWS Director and/or assigned staff for supervision and evaluation.

Fundamental Duties/Essential Functions

1. Recruit and interview youth.
2. Conduct intake procedures to ensure all youth are eligible for service.
3. Develop individual goal plan with youth and family.
4. Provide intensive case management services including regular contacts, meetings, referrals, and follow-up.
5. Facilitate youth focused activities that support goals of youth program during and after school and throughout the summer to include field trips, educational activities, community service projects and social events.
6. Provide instruction, in groups or individually, in a variety of levels and subject areas including at risk youth programming, life skills, and social and emotional learning.
7. Provide services in office, school, or home setting.
8. Develop and maintain working relationship with local partner agencies, school districts, social services/organizations, and other community organizations.
9. Participate in direct service team meetings with partner agencies as needed.
10. Maintain client case notes and records of grades and attendance of participating children and youth.
11. Complete required program reports and documents.
12. Participate in collaborative community efforts in development of children and youth risk-prevention efforts.
13. Attend assigned professional development training.
14. Serve on in-house and community committees as assigned.
15. Participate in cross training activities in the community to increase public awareness.
16. Lift, move, carry and otherwise transport supplies and office equipment within office and to external locations.
17. Perform other duties as assigned by director or assigned supervisory staff.

Required Knowledge, Skills and Abilities

Individuals must possess these skills, knowledge and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Some requirements exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

1. Ability to communicate effectively, both orally and in writing, in English with others in all levels of group and individual contacts.
2. Willingness to work flexible hours including evenings and weekends as necessary.
3. Ability to work independently with good time management skills.
4. Ability to lift and carry equipment and supplies up to 35 pounds.
5. Ability to use technology proficiently in all aspects of position.
6. Ability to present oneself in a business-like manner to include personal appearance and a pleasant demeanor to others.
7. Ability to practice a high level of confidentiality.
8. Ability to work well and cooperate with personnel from education institutions, and local social service organizations, as well as other staff from Community Education & Workforce Services.
9. Ability to establish youth relationship with youth in order to provide effective case management.
10. Ability to provide services in client home, office or school setting.
11. Ability to manage time/schedule and adjust promptly.
12. Willingness to travel, give presentations, and attend meetings at various hours including evenings and weekends as required.
13. Ability to apply concepts and information acquired from meetings, conferences, or related literature to accomplish job responsibilities.

14. Ability to provide personal, reliable vehicle for travel requirements.

Qualification Standards

1. Education: possess an associate degree in human services/related field OR 5 years of relevant experience required.
2. Experience: prior experience in social service or related field required.

A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Date approved by TIU Board _____ 11/11/2021 _____

Signature of Employee _____ **Date** _____