

Youthnet Job Description

Title: Independent Living Skills Case Manager
Reports to: Adolescent Services Supervisor

Date: July 2017

Purpose: To support a comprehensive array of independent living goals for youth from foster care. To help assure the health and safety needs of adolescents and young adults served by Youthnet are expediently addressed. To instruct and model appropriate social and life skills. To assist with planning for youth-oriented events and monthly workshops for participants.

Minimum Qualifications:

- BA in Human Services or relevant field;
- 2 years experience working with adolescents;
- Possess the ability and strong desire to work with at-risk children and families for various socio-economic, educational, cultural, and experiential backgrounds;
- Ability to access resources and support services;
- Ability to work flexible hours including evenings and weekends if necessary;
- Ability to interact as a team member;
- Possess above average communication skills, both written and verbal;
- Possess above average documentation skills;
- Complete necessary documentation in a timely manner;
- Willingness to attend agency sponsored trainings/events and increase knowledge of issues relevant to families and youth in the Youthnet programs;
- Self-directed ability to work independently and organize own schedule in an appropriate and responsible manner;
- Ability to pass a Washington State background check;
- Valid Washington State driver's license and insurance;
- Valid CPR and First Aid card;
- HIV/Blood Borne pathogen training;
- Pass TB test;

ESSENTIAL JOB FUNCTIONS

Responsibilities:

- Conduct Ansell-Casey Life Skills Assessment;
- Create youth-driven learning plans;
- Assist with planning monthly groups and the Annual Summer Event for IL/TL;
- Program upkeep including organization of training materials and client files;
- Complete case notes documenting interaction with participants;
- Attend team meetings;
- Participate as a member of the ILP team in assuring the safety and supervision needs of the youth are met;
- Participate as a member of the ILP team in assuring that identified goals are addressed;
- Provide a positive role model for children and families in their home and community;
- Attend all staff meetings and other mandatory trainings as required by Youthnet;
- Instruct and model social and life skills as directed;

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- Must be able to address treatment goals objectively as identified on the Individual Learning Plan;
- Must be able to maintain open mindedness regarding client choices and goals;
- Document behavior and other pertinent information after each client contact;
- Communicate with and assist IL Program Supervisor as required;
- Other tasks as assigned

COMMUNICATION

Oral Communication

- Ability to related to and interact with children, staff and others in a professional, collaborative manner.
- Communicate effectively in individual or group situations including demonstrating listening skills
- Ability to communicate effectively in a supportive, non-defensive manner
- An effective advocate for individuals receiving support.

Written Communication

- Ability to communicate effectively in writing using accurate grammatical form and able to read, interpret, and retain written information
- Ability to accurately and objectively document necessary information in a timely manner
- Represent Youthnet in a professional manner

PERSONAL SKILLS

- Takes Personal responsibility for own actions. This is demonstrated through owning problems, problem solving, and no projecting problems or failures to others or the “system” if not warranted.
- Model teamwork, respect and cooperation.
- Demonstrate above average work standards, completing tasks in a timely manner
- Ability to effectively problem-solve and make decisions to include resolving crisis situations and developing resolution between parties.
- Work well with other team members by demonstrating ability to cooperate with others using friendly, cooperative relations in accomplishing mutual goals and preparing assignments on time.

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

ACKNOWLEDGMENT

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I reviewed this job description and acknowledge that I will be able to complete the essential functions of the position with or without accommodation. I also understand that this job description does not constitute any for of employment contract.

Employee Name: _____

Employee Signature: _____

Date: _____

Items on the individual job descriptions will be used as key performance indicators in the employee evaluation process.