



## Case Manager

Action for Children is seeking an individual to join our team of parent education professionals working in fatherhood. As a Case Manager you will work with the program participants to identify and develop a plan to address barriers to responsible fatherhood. You will draw on your experience to mentor and to support participants in achieving behavioral goals and sustaining employment.

### Major responsibilities include:

- Assessing participants to determine barriers/issues to responsible fatherhood
- Working with program participants to design an Individual Service Plan (ISP) to address identified needs
- Establishing regular meetings to review progress and advise on ISP
- Working collaboratively with other program staff to assure participants' success
- Providing referral to services and continuing education as needed
- Encouraging participants as they move through service delivery process
- Achieving program goals as agreed
- Providing mentoring opportunities as appropriate
- Documenting, consistently and accurately, in real time, all participant contact, activities and outcomes
- Assuring completion of intake and out-take processes and documentation

### Qualifications include:

- Bachelor's degree in Social Work, Psychology, Counseling, Education, Business or related field
- Demonstrated ability to build rapport with clients/program participants
- Knowledge of community resources and services
- Ability to work with individuals of various backgrounds and cultures
- Proven ability to maintain timely and accurate records/data for program reporting
- Proficiency with technology and experience with Microsoft Office Suite
- Bilingual English/Spanish a plus (not required)
- Understanding of how intersecting systems of racial, gender, and class discrimination shape conditions for early childhood educators, child care programs, and the children and families they serve
- A desire to contribute to a workplace and profession which values collaboration, diversity, growth, and respect for all people

We seek an individual with the ability to establish trusting relationships and to support the growth and development of program participants. You will have demonstrated strong skills in written and verbal communication, building rapport, analysis and problem-solving. You must be committed to the success of the program and the team, dedicating the time necessary for team meetings and agency events. This is a full-time position,



requiring the individual to work flexible hours, including occasional evening and weekends.

**HOW TO APPLY**

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, [jobs@actionforchildren.org](mailto:jobs@actionforchildren.org) by January 8, 2021. No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.