

Action for Children



Case Manager

Who We Are

Action for Children is the local child care resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

What You'll Do

Action for Children is seeking a dedicated and resourceful Case Manager to join our fatherhood services team. In this role, you will walk alongside program participants to identify barriers to responsible fatherhood and develop individualized plans to address them. Drawing on your professional. Experience and community knowledge, you will connect fathers with resources, support and encouragement they need to achieve their goals, as parents and engaged members of their communities.

Major responsibilities include:

- Assessing participants to determine barriers/issues to responsible fatherhood
- Working with program participants to design an Individual Service Plan (ISP) and establishing regular meetings to review progress and advise accordingly.
- Connecting participants with resources and support across key life domains, including housing and basic needs, continuing education, court navigation and legal resources, and child support, parenting time, and custody matters, through active community networking and continuously updated knowledge of service providers across central Ohio.
- Maintaining current knowledge of employment and workforce development resources, including job training, placement services, and employer partnerships, to effectively support participants in achieving and sustaining meaningful employment
- Documenting all participant contact, activities, and outcomes consistently, accurately, and in real time to ensure timely and complete program records
- Ensuring timely and accurate entry of intake and exit processes, including all required surveys, assessments, and supporting documentation
- Post job openings, coordinate interview scheduling and candidate communications, and conduct reference checks and pre-employment screening
- Coordinate onboarding and offboarding activities, including orientation, required documentation, and system and building access

Please Note: This position requires weekly travel throughout central Ohio counties and flexibility to work irregular hours, including some evenings and weekends.

Successful Candidates Will Have

- Bachelor's degree combined with demonstrated experience in social services, case management, or a related human services role
- Proven ability to maintain timely and accurate records/data for program reporting
- Knowledge of central Ohio community resources and social service systems
- Demonstrated ability to build rapport with and work effectively with individuals of various backgrounds and cultures
- Proficiency with technology and experience with Microsoft Office Suite
- Valid driver's license, reliable personal vehicle, and proof of current auto insurance

The ideal candidate will have a desire to contribute to a place and profession which values collaboration, diversity, growth, and respect for all people. They will demonstrate the ability to be highly motivated, creative, and flexible, and be committed to the overall success of the program and team. This position requires highly developed attention to detail, strong organizational and communication skills, and a proactive approach to identifying and working around obstacles to success. The ideal candidate will be comfortable and confident engaging with male participants across a variety of settings, including correctional and incarcerated environments, and will bring a genuine passion for supporting fathers in becoming the men, parents, and community members they aspire to be.

Desired but Not Required

- Bilingual English/Spanish

Why You'll Love Working with Us

- **Comprehensive Health Coverage:** Enjoy peace of mind with our health, dental, and vision insurance plans starting within 30 days of hire
- **Generous Paid Time Off:** Recharge with ample vacation days, personal days, and holidays
- **Hybrid Work Schedule:** Enjoy the best of both worlds with a mix of remote and in-office workdays
- **Retirement Savings Plan:** We match your contributions (up to 1%) to help you build a secure financial future
- **Paid Parental Leave:** We provide 12 weeks of fully paid parental leave for all new parents, including birth, adoption, and foster care placements. This time allows you to bond with your new addition without worrying about work or finances.

How To Apply

Interested individuals should apply online at:

[Job Opportunities](#)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.