



HANDY – Case Manager

Position Summary:

The Case Manager position is a full time, exempt employee that reports directly to the Site Coordinator. The Case Manager's role is to act as a teacher, advisor, coach, mentor and advocate in helping guide young people on the successful path to adulthood. Identify and assess client strengths and challenges in order to coordinate and assist in ensuring that the necessary services are obtained by the young person. Actively work with youth to identify and attain individual goals.

Qualifications:

- Bachelor's degree required with equivalent work experience in Social Work or related field
- Able to work a flexible 40 hour work week, which may include nights and weekends.
- 3–5 years' experience working with youth.
- Commitment to the vision and mission of HANDY.
- Strong planning and organizational skills.
 - Ability to gather and synthesize data.
 - Adapts strategy to changing conditions and communicates changes effectively.
 - Speaks clearly and effectively in positive or negative situations.
 - Writes clearly and informatively, varies writing style to meet specific needs.
- Adept at managing multiple projects and complex situations.

Responsibilities:

Duties include but are not limited to:

1. Facilitate calendar of events and special topics for weekly classes with the Site Coordinator.
2. Facilitate classes and field trip activities according to calendar of events.
3. Keep track of weekly billing including tracking units billed per client, maintaining daily logs with client signatures for accountability of hours worked and enter units of service into billing logs on time on a weekly basis so invoicing can be prepared in a timely manner.
4. Create, review and update youth's Individual Life Plan, Casey Learning Plan and Education Update form in accordance with contract requirements and monitor youth's progress /difficulties in completing goals.
5. Implement youth's educational plan, follow up on youth's educational difficulties and arrange meetings with youth who are performing poorly in school in order to assess and address key issues and develop an action plan to increase academic development.
6. Assess the need for internal and external services and community resources and make appropriate referrals, including following up with other agencies, caseworkers, and the family to assure needs have been met.
7. Provide informal counseling to clients and caregivers regularly and during times of crisis in order to assist in identifying and planning resolutions to conflicts.
8. Address concerns of and maintain open/collaborative communication with referral sources, caregivers, caseworkers, etc. regarding referrals, youth compliance, services given/received and youth progress toward goals.

9. Keeps accurate information regarding youth class attendance and program participation including group notes, copies of handouts/class material and sign-in sheets. Assure all group notes are turned in on time and appropriate paperwork is filed in youth's binder.
10. Administer outcomes and assessments thoroughly and in a timely manner in accordance with contract requirements.
11. Enter chronological notes into youth's computerized file for units billed and services provided. Notes must be updated weekly and cannot be more than 1 week behind at any given time. Compliance will be checked during supervision a minimum of twice per month.
12. Conduct monthly home and school visits as well as any other field work needed to stabilize or support youth in reaching goals.
13. Must maintain confidentiality, moral codes of conduct and professionalism at all times.
14. Required to ACTIVELY participate in afternoon activities and mandatory program events as well as one week of sleep away camp.
15. Required to attend all planned trainings and staff meetings and submit time-off requests according to HANDY's personnel policies.

Please send cover letter and resume/CV to: employment@handyinc.org.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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