

Choanoke Area Development Association, Inc.

Position	Case Manager	Date:	August 2017
Overtime Status	Non Exempt	Grade:	3
Salary Range			
Site Location	Northampton		
Department	Community Services		
Reports to	Workforce Developer Coordinator		

Qualifications:

Four year degree in Social Work, Sociology, Business Administration, Vocational Education, Criminal Justice or Counseling or the equivalent in experience and education. Experience working in community services and with employment programs will be considered. Computer experience required with good record keeping skills. Ability to communicate with and assist disadvantaged youth and families.

Basic Functions:

Arrange community service sites for youth involved in the Juvenile Justice system. Provide positive reinforcement for negative peer interactions. Participate in meaningful community activities that will provide opportunities for youth to give back to their community.

Specific Functions:

1. Attend court monthly as scheduled with enrollment documentation available for parents to sign.
2. Communication with parents and Juvenile Justice staff regularly. Bi-weekly updates to Court Counselor.
3. Documentation of all communication and services provided to youth and families should be recorded.
4. Establishing community sites for community service hours to be performed.
5. Keep record of hours and progress of youth enrolled. Follow termination procedures as required by Juvenile Justice guidelines.
6. Keep folders under lock and key at all times.
7. Obtain copies of suspension, progress reports and report card.
8. Provide information on available supportive services and coordinate the delivery of supportive services.
9. Monitor worksite compliance with supervision and safety.
10. Attend JCPC monthly meeting as scheduled and present to JCPC board updates of program.
11. Coordinate tutoring/remediation/enrichment activities through the school and community.
12. Maintain required documentations for all youth served.
13. Provide Leadership opportunities for youth participants and referrals to Reclaiming Futures.
14. Attend trainings, workshops, etc in order to enhance/improve service delivery.