



# JOB NOTICE

Date Posted: March 24, 2017

Closing Date: April 3, 2017

**APPLICATION PROCEDURES:** Send letters of intent and resume, to Box D/CaseMgr., Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Daybreak

**Title:** Case Manager

**Salary \$:** Full Time with competitive salary and comprehensive benefit package.

## **General Duties:**

1. Provide comprehensive case management and short-term counseling services for shelter residents and families. This includes: needs assessment and service planning; individual, family, and group sessions; coordination with other services providers; linkage of clients with community services; completing aftercare and discharge reports; providing follow up contacts as needed; and participating in clients' weekly progress assessments.
2. Collaborate with other service providers, including participation in community meetings and court hearings to provide continuity of care.
3. Maintain record keeping according to established program and agency policies. This includes: client files, tracking materials related to service delivery and grant commitments, client surveys, billing records, and the daily program log.

## **Qualifications:**

**Education/Experience:** Bachelor's degree in Social Work or related field is required. Minimum of a LSW or LPC licensure is required. Minimum of 2 years working with teenagers, young adults and or domestic violence survivors is preferred.

**Miscellaneous:** Criminal background check; Pre-employment drug screen; Clear driving record; First Aid/CPR certification, TB test.

**Personal:** Strong oral, written communication and presentation skills. Highly organized and detailed oriented. Flexibility and the ability to multi-task is essential and to work within a team environment. Must have working knowledge and experience in using Microsoft Office products and data base software. Ability to work a flexible schedule based on the needs of the programs. On-call rotation is required.

**Physical Demands of Job:** Normal Activity. Requires own transportation with the ability to travel for presentation and program-related meetings.

**Exempt:** Not eligible for overtime

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