POSITION TITLE: ILS CASE MANAGER I
PROGRAM: Independent Living Skills
CLASSIFICATION: Case Manager I
FTE STATUS: 1.0 (Full-time)
STARTING RANGE: $28,541 - $36,594
FLSA CLASS: Exempt (Professional Comp-time Eligible)
DRIVING: Required
REPORTS TO: Independent Living Skills Coordinator

JOB DESCRIPTION:

QUALIFICATIONS:
1. Bachelor degree in Social Work, Psychology, Sociology, or closely related field and two years’ experience working with at-risk teenagers and/or at-risk young adults (ages 14-23);
2. A sensitivity and responsiveness to the cultural differences in the organization’s employment and service population;
3. The ability to pass an extensive background check and maintain a record with no history of conviction or perpetration of child abuse or physical harm to another person;
4. The ability to pass and maintain a driving records check;
5. A current driver license and personal auto insurance levels at or above a $100,000 combined single limit liability (must be provided once offer of employment is accepted);
6. Proof of a negative TB test result, or of non-contagion if showing a positive result;
7. Valid TB test results must be completed within the previous 12 months prior to hire and must be presented to the Human Resources Department before being allowed to work with participants. (EOE)

MAJOR RESPONSIBILITIES AND RELATED TASKS:
A. Direct Services
1. Provide Independent Living services (money management, apartment living, health care, transportation, self-esteem and decision making) to eligible youth.
2. Assess youth’s skill level through the online Ansell Casey Life Skills assessment and, in coordination with the participant, develop an Independent Living Plan.
3. Provide case management services.
4. Provide advocacy, support services, counseling, and accompany youth into community settings to meet the goals of the Independent Living Plan.
5. Facilitate regular Independent Living skill building and support groups. Attend monthly workshops and events as necessitated. This will require working some evenings.
6. Co-facilitate outings for participants

B. Administrative Services
1. Network with DCFS social workers and local community agencies.
2. Provide DCFS with participant updates.
3. Attend Transitional staff meetings for youth.
4. Meet regularly with DCFS to support DCFS goals, advocate for ILS referrals, and update DCFS on ILS program goals/outcomes.
5. Maintain updated case files and compile quarterly statistics.
6. Assist in program development.
7. Promote community understanding and awareness of the Independent Living Skills Program.

C. Other Duties
1. Be a flexible member of CYS team in order to accomplish the overall agency goals.
2. Maintain a personal and professional background so that criminal history remains free from unlawful conduct. Certain crimes may disqualify employees to have unrestricted access to children or vulnerable populations in accordance with Department of Social Health and Services policy and Washington State law. Professional or personal conduct that causes this clearance to be suspended or denied will result in suspension and/or termination of employment. (Pursuant to RCW 43.43.832, 43.43.832(7), 43.43.834, 43.20A.710 and WAC 388-06.)
3. Pass Community Youth Services driving record check and maintain an acceptable driving record as driving participants is a bona fide occupational qualification for this position. Professional or personal conduct that results in a restricted or denied driving status will result in termination of employment.
4. Attend relevant trainings, conferences and department/program staff meetings.
5. Use personal or agency vehicle to perform agency business.
6. Demonstrate teamwork and open communication.
7. Maintain confidential information.
8. Perform other work as assigned.