



Position Title: Case Management Worker
Reports to: Basic Needs Manager
Status: Regular, Full-Time, Non-Exempt
Position Summary: The Case Management Worker provides in-home case management, counseling, advocacy, and support to families living in at-risk circumstances. This position also provides prevention and intervention support services to parents and prevents out-of-home placement.

Responsibilities:

- Provide comprehensive case management and support services to families referred by Ramsey County Family Assessment (FA), Family Community Partnership (FCP), and In-Home Parenting Services
- Conduct holistic assessments to identify participants' needs, challenges, and opportunities
- Work collaboratively with program participants and partnering agencies to create and implement achievable, realistic strategies to support participants' family goal plans
- Monitor progress toward goals via home visits and frequent telephone communication
- Provide resource connections and access to assistance or community crisis funds as appropriate
- Update referral sources about participant's progress and meet with Ramsey County personnel as required
- Maintain thorough and confidential record of activities, including case notes via an online data management system
- Provide summary data and reports to meet needs of agency evaluation systems and contract requirements
- Conduct food support outreach efforts including application assistance and education
- Utilize online Bridge to Benefit screening tool to determine eligibility for federal nutrition programs such as SNAP, assisting with application and enrollment into programs
- Keep thorough/confidential record of activities and maintain confidentiality of all program participants in accordance with data privacy/ethical laws, standards and policies, including meeting HIPAA regulations
- Participate in agency practice supervision, case reviews, and training required by contracting parties
- Maintain continuing education for any applicable licensure
- Assist with supervision of bachelor level social work interns and communicate appropriately with their schools
- Review all cases on a monthly basis, documenting supervision and support
- Provide first point of contact for case consultation
- Perform all work in accordance with Neighborhood House policies and procedures
- Attend and participate in departmental, agency and external meetings, trainings, committees and events as required
- Other duties as assigned

Qualifications:

- Bachelor's degree in social work or related field, or equivalent related experiences; social worker licensure a plus
- Knowledge of family systems, parenting, child development, and community resources
- Must be bilingual in English and Spanish.
- Excellent verbal and written communication skills in English
- Strong computer skills (including Microsoft Office, Internet, and e-mail)
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Must be able to work occasional evenings and weekends
- Must be able to safely lift a minimum of 10 pounds
- Must have a valid driver's license, a clean driving record, and a reliable means of transportation
- Must pass a criminal background check

Compensation: Minimum \$13.80/hour DOQ plus benefits

For consideration please mail, fax, or email your resume with letter of interest to: **Neighborhood House, Attn: Human Resources, 179 East Robie St, St. Paul, MN 55107; Fax: 651-789-2501; Email: humanresources@neighb.org.**
Position Posted: 12/20/2011; Closing Date: 01/06/2012

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.