



CITY OF WEST PARK JOB DESCRIPTION

JOB TITLE: PT Case Manager
DATE REVISED: October 28, 2016
REPORTS TO: Parks and Recreation Superintendent
STATUS: Non – Exempt (Salary Employee)

GENERAL SUMMARY:

This position requires a highly responsible individual who will be in charge of full case management services for children of various age groups. Work requires an understanding of the interests and characteristics of various age groups, and the ability to apply this knowledge in supervision of and participation in activities. The Case Manager shall be responsible for all aspects of social work regarding every child and family assigned to his/her caseload.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Program Supervisor.

DUTIES AND RESPONSIBILITIES:

1. Complies with all statutory and legal requirements of case management.
2. Performs and documents in the proper venue monthly home visits for each client.
3. Prepares chronological notes on a timely basis and ensure proper documentation of all activities related to the client's case.
4. Case Manager works with the child and family to create long term treatment plan.

5. Addresses the client's needs in a timely manner and effectuates all changes of placements promptly and efficiently.
6. Ensures that the client's needs are being met by ongoing regular discussions with other service providers for the client, e.g., targeted case managers, therapists, school personnel etc.
7. Ensures that all necessary services for the clients are in place, e.g., medical screenings, therapeutic services, cursory exams, tutoring etc. and when necessary provide transportation to the client for required appointments.
8. Maintains valid driver's license. Case Manager shall notify his/her immediate supervisor of any situation causing his/her license to be suspended and/or his/her insurance coverage to lapse.
9. Completes all assignments/reports in a timely manner as requested by Program Supervisor and/or Administrators.
10. Contributes to the understanding and acceptance of cultural diversity within the agency and the community.
11. Utilizes the agency's resources in a fiscally conservative manner.
12. Performs duties related work as required.
13. Performs other duties as assigned by Program Supervisor.

MINIMUM QUALIFICATIONS REQUIRED:

Minimum Education and Experience: Bachelor's Degree required and minimum of one (1) year of experience in social work service, or related field; or an equivalent combination of training, education and experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of the rules, techniques, cultural, and/or historical activities for all ages.
2. Projects attitudes of respect, empathy and cultural sensitivity towards others.
3. Develops a helping relationship with clients and referral sources.
4. Ability to exercise judgment and discretion in applying and interpreting department rules, regulations, policies, and procedures.

5. Knowledge of the objectives and activities of social, recreational, or historical programs.
6. Ability to maintain discipline and to solve disciplinary problems using positive conflict resolution strategies.
7. Ability to contribute effectively to the accomplishment of team goals, objectives, and activities.
8. Considerable knowledge of modern governmental office practices, procedures, equipment, and standard clerical and accounting techniques.
9. Ability to make recommendations and to use resourcefulness and tact in solving new problems.
10. Ability to prepare effective correspondence on routine matters and to perform routine administrative functions without referral to supervisor.
11. Analytical and research skills; ability to ascertain priorities and meet deadlines and objectives.
12. Strong interviewing, teaching, critical thinking, negotiation, advocacy, written and oral communication skills.
13. Skill in the use of standard office computer equipment and software applications; ability to maintain accurate records and reports.
14. Ability to establish and maintain effective working relationships in a fast-paced environment.
15. Ability to properly communicate with funded agencies on behalf of the department and meet all deadlines as assigned through each agency's contract and standard order of operations.
16. Other duties as assigned.

WORKING ENVIRONMENT

Work is performed indoors and outdoors with occasional exposure to temperature changes, extreme noise, odors, heights and/or dust.

RISK/SAFETY CONDITIONS

The position requires some exposure or risk related to physical and/or mental health and safety (e.g., exposure to environmentally hazardous material, heavy equipment, assault and battery, communicable disease, etc.).

ESSENTIAL PHYSICAL ACTIVITIES

Typing, stooping, crouching, walking, pulling, lifting, hearing, seeing up close, seeing far away, kneeling, reaching, talking, standing, finger movement, repetitive motions.

HOW TO APPLY:

Download and complete an employment application available online at www.cityofwestpark.org. Click on the Employment link.

Submit complete package including employment application, resume, copy of highest degree earned, and any and all certificates and/or licenses via:

Mail:

Attn: Human Resources
City of West Park
1965 South State Road 7
West Park, FL 33023

Or

Fax complete application package to (954) 989-2684.

For further information call (954) 989-2688 or E-mail: info@cityofwestpark.org

Incomplete packages will not be accepted.