



PART-TIME BILINGUAL CASE MANAGER JOB DESCRIPTION

General Statement of Responsibilities: The Case Manager is responsible for creating and supporting community based partnerships between youth and adult volunteers, with an emphasis on serving our Latino youth and families.

Specified Duties:

1. Perform Senior Partner Orientations and Trainings
2. Conduct interviewing and screening of all Senior Partner applicants
3. Interview and perform intake procedures on all qualified and referred youth (Junior Partners)
4. Decide, with input from other staff, on appropriate matches of Junior and Senior Partners
5. Conduct match meetings during which the Senior Partner is introduced to the Junior Partner and his/her parents/guardians
6. Complete final match paperwork and procedures including administer pre & post surveys
7. Maintain weekly contact with all assigned partnerships during their first three-months, and bimonthly contact thereafter, with a caseload of 15 to 20 active partnerships
8. Maintain monthly contact with all unmatched Junior Partners and pending Senior Partners
9. Maintain adequate case notes and records on all referred Junior Partners and Senior Partners
10. Contact referral agency quarterly to report on status and progress of referred children
11. Assist in the planning, preparing, and implementing of the following:
 - Group Recreation and Life-skills Activities
 - Senior Partner Trainings
 - Senior Partner Only Workshops
 - Annual Lifeskills Camp
13. Develop a working knowledge of community resources and agencies, their function, and responsibility to most effectively aid and provide support to Junior Partners and their families
14. Participate in annual Strategic Planning and assist in meeting subsequent initiative goals
16. Support the Board of Directors, ED, and other staff supplemental tasks as needed (advertising, fundraising, data, IT, etc.).

Working Relationships:

Supervised by Executive Director (ED), reports to the Lead Case Manager for training and case supervision, and must be able to function well as a team member

Education and Experience Required:

BA degree in Social Work, Human Services, or related field; two years of experience in youth related work preferred; volunteer management experience preferred; previous non-profit experience and knowledge of Routt County is a plus; strong computer skills, including, but not limited to, proficiency in Microsoft Office.

Qualities and Characteristics Required:

Strong written and verbal communication skills; ability to work independently and unsupervised combined with the ability to be a team player; ability to connect with people of varying backgrounds, appreciate and embrace diversity, and maintain confidentiality; strong organizational and multi-tasking skills; self-starting and hard-working aptitude; flexible and mature personality; genuine desire to improve the lives of Routt County youth.

Special Requirements: Must pass background screening and complete CPR and First Aid. Must be fluent in Spanish, have a valid driver's license, and be comfortable with transporting kids in a 12 passenger van.

Other: Flexible schedule – average 15 hrs./wk. with some evenings and weekends. Hourly rate based on experience, range \$15-\$20. Fun, friendly, & committed staff and work environment.

To apply, please send a cover letter and resume to Michelle at info@partnersrouttcounty.org