

EPWORTH

Where Kids Find Strength

Job Title: Aging Out Case Manager
Job Classification: Professionals (EEO Code 2.0)
Department: Community Services
Reports To: Aging Out Program Coordinator
FLSA Status: Salaried/Exempt
Prepared Date: 7/9/10

Purpose: This is a professional position providing coordination of Aging Out Services. This employee is also responsible for development and coordination of volunteers for the Aging Out program of Epworth and develops linkages within the network of community service providers and oversees implementation of the helpline.

Essential Duties and Responsibilities include the following. Other duties as assigned or needed.

Review, update and maintain referral information and training.

Teach training modules to youth as assigned (i.e. rights in foster care, college readiness, etc.).

Attend meetings in the community with participants as needed (i.e. FST meetings, Family Court, etc.).

Manage in-kind donations for Aging Out including distribution and acknowledgements in accordance with Epworth's policy on donations.

Responsible for client outcome achievement and documentation of progress and achievements including recording data, outcome measurement and other significant information needed to show the effectiveness of activities for the Aging Out program.

Work as a partner in the community to build new relationships with community members such as mentors, potential employers, other community resources and funding sources on behalf of the youth the program serves.

Develop and maintain knowledge of programs in the St. Louis area that could be used as resources for youth.

Ensure program complies with accreditation and funder standards.

Supervisory Responsibilities: Peer Advisors

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

HS/GED and four years related experience or graduation from an accredited college or university with a BA or BS degree.

Must have knowledge of treatment for youth in foster care.

Language Skills: Ability to read and interpret documents such as safety rules, procedure manuals and treatment plans. Ability to write routine reports, business correspondence and procedural manuals Ability to effectively speak before groups of clients, employees and/or managers of the agency.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions. Strong ability to lead, organize and plan.

Computer Skills: Email, Microsoft Word and Microsoft Excel

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear.

Work Environment: Community based. Will need to transport clients to activities or appointments in personal and/or agency vehicles.

Other: Must be 21 years of age or older. Must possess a valid driver's license and personal vehicle with insurance.

Employee Signature

Date

Agency Signature

Date