

# EPWORTH

## Where Kids Find Strength

**Job Title:** Parenting Case Manager, TLP/ILP/Chafee/AgO  
**Job Classification:** Service Worker (EEO Code 9.0)  
**Department:** Community Services  
**Reports To:** Transitional Living/Parenting Coordinator  
**FLSA Status:** Salary/Exempt  
**Prepared Date:** 7/9/10

**Purpose:** This is a professional position responsible for implementing a parenting and child development curriculum. Also provides limited case management support for pregnant and/or parenting teens for Transitional Living, Independent Living, Chafee, and Aging Out Program participants. The employee is responsible for supporting teens with meeting their goals utilizing a person centered approach.

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

Prepare all client paperwork within required timelines.

Administer agency policy and procedures.

Ensure participant files are maintained per accreditation standards.

Keeps supervisor informed of events, concerns, needs as appropriate.

Set schedule appropriately to meet participant needs. Including being responsive to emergency needs.

Provide face to face contact with youth as required.

Responsible for facilitating monthly group sessions with clients.

Gather and maintain knowledge of community resources and provide referrals to the program participants.

Responsible for determining training needs related to life skills and parenting skills.

Teaches pre-natal and parenting skills to youth.

Responsible for ensuring clients demonstrate increased knowledge of pre-natal and parenting skills.

Carries caseload of pregnant and/or parenting teens.

Completes developmental assessments on children of mothers participating in the program.

Responsible for implementing a nationally recognized, evidence based parent education curriculum for pregnant and/or parenting teens.

Responsible for monitoring the implementation of the Ansel Casey Life Skills curriculum.

Network with members of the community in conjunction with the participants, to further develop their independence and natural network within the community as it relates to parenting.

Assist the client with problem solving and coping skills related to parenting.

**Supervisory Responsibilities:** none

**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:**

Bachelor's degree or equivalent program experience.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, public groups and/or clients.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists.

**Computer Skills:** Email, Typing, Microsoft Word

**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. Must be able to transport clients and able to assist with moving.

**Work Environment:** Office at University City location. Travel in community. May need to transport clients to appointments/interviews in personal or agency vehicles. Some evenings and weekends will be required.

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

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Employee Signature

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Date

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Agency Signature

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Date