"To Heal the Whole Family by Making a Better Tomorrow!!!"

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Job Title: Part-time Case Manager

Reports to: Programs Coordinator
Location: Jefferson County, Alabama
Employment Type: Part-Time, Salaried
Salary: $1500 - $2000 monthly (depending on experience)
Work Schedule: Monday - Thursday, 9:00 AM - 2:00 PM (20 hours weekly)

Position Overview:

The Part-time Case Manager is responsible for providing comprehensive case management services to participants in the Inspire Education Academy and Youth Mentoring Programs. This role will focus on conducting needs assessments, developing case plans, and helping students implement their plans. The Case Manager will also work closely with DHR, Family Court, and the internal program team to ensure that students' needs are met and that any barriers to success are addressed. The ideal candidate will be an MSW graduate with a passion for helping youth overcome social determinants of health.

Key Responsibilities:

Case Management for Inspire Education Academy & Youth Mentoring Programs:

- Conduct **needs assessments** for participants in both Inspire Education Academy and Youth Mentoring Programs to identify challenges and areas where support is needed.
- Develop individualized **case plans** for students, outlining actionable steps to address their needs and goals.
- Help students **implement their case plans**, offering ongoing support and guidance to ensure progress is made.
- **Participate in staffing meetings** with DHR and Family Court, ensuring effective communication and collaboration with these entities for students under their care.
- Serve as the primary point of contact for students under DHR custody, ensuring their needs are communicated clearly and addressed appropriately.
- Collaborate with the Programs Coordinator and Part-time Instructor to **monitor student progress** and determine if any new needs have arisen.

Resource Development & Support:

- Develop a **resource list** for adults who may contact CCDN for assistance with financial needs, homelessness, medical needs, and other social services.
- Maintain up-to-date knowledge of local resources and referral options to assist individuals in need.

Collaboration & Project Development:

- Work closely with the team to **develop projects** that address **social determinants of health** impacting program participants and the broader community.
- Assist with **CCDN promotional events** and community outreach activities to engage the community and support CCDN's mission.

Qualifications:

- **Education:** MSW Graduate preferred (Master of Social Work) or equivalent degree in social services, counseling, or related field.
- **Experience:** 1-2 years of case management experience, preferably with youth, educational, or social service programs.
- Familiarity with DHR processes, Family Court, and working with youth in foster care or custody is preferred.

Skills and Competencies:

- Strong organizational skills with attention to detail in managing case plans and documentation.
- Excellent communication skills, both written and verbal, to collaborate with students, families, and external partners (DHR, Family Court).
- Court advocacy: attend court with students.
- Ability to work collaboratively in a team environment and maintain professionalism in challenging situations.
- Strong understanding of social services, youth mentoring, and resources for financial, housing, and medical assistance.
- Empathy, patience, and dedication to helping youth overcome barriers to education and personal development.

Compensation:

This is a part-time salaried position with a monthly salary range of $1500 to $2000, depending on experience.