



Classified Job Description

CSEA Revised: June 18, 2015
NJUHSD Board Revised: June 24, 2015

Position Title:	AFLP/TEEN PARENT CASE MANAGER
Contract Term:	12 months
Salary Range:	36

GENERAL DEFINITION:

Performs assigned case management of a complex and specialized nature utilizing a high level of competent and independent judgment; to prepare individualized plans for clients; to exercise technical and functional supervision over assigned staff/teacher members; and to function as an integral and supportive member of the organization.

UNDER SUPERVISION OF:

Principal/AFLP Director/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide personal and continuous, comprehensive case management to clients.
2. Conduct family needs assessment and develop Individual Service Plan (ISP) and make referrals to relevant services.
3. Facilitate service delivery and conduct follow-ups to ensure services are received.
4. Develop and maintain a positive, supportive relationship with client and family that is advocacy based.
5. Train staff in assigned program areas; oversee and instruct volunteers and students.
6. Assess the needs of medical/psychosocial services (including immunization records) and make appropriate referrals and follow-ups to ensure services are received.
7. Be available as a resource for client-identified needs.
8. Provide education regarding infant care and safety issues.
9. Consult and instruct in health education.
10. Educate new parents regarding infant/toddler development, age appropriate abilities, and specific activities and toys for each developmental stage.
11. Outreach and case identification as related to pregnant and parenting teens.
12. Facilitate linkages to educational programs that will help client realize goals.
13. Complete Lodestar data forms and maintain all records according to AFLP and Cal-Learn guidelines.
14. Complete quarterly time studies needed for reporting purposes.
15. Participate in appropriate professional growth activities.
16. Prepare quarterly, semi-annual and annual AFLP reports.
17. Participate in appropriate professional growth activities.
18. Work closely with other case managers. Act as a liaison to administration for program.
19. Attend state and regional meetings and represent the Nevada Joint Union High School District program.
20. May be required to transport clients.
21. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
22. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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:

Bachelors degree from an accredited college or university with an emphasis on nursing or related field such as child development, psychology social work. California registered nursing license of public health certificate preferred. Minimum of two years of intake; assessment and follow-up procedures; adolescent counseling; knowledge of dynamics of child abuse, referral process, community resources and networking. Must be familiar with physiological, psychological, and social development of infants and adolescents, as well as knowledge of pregnancy and parenting.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid card and CPR certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

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 stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

Will be expected to travel within the county to serve clientele at various locations.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.