



Job Posting

TITLE	Case Manager/Coach, Jeffco Prosperity Project
REPORTS TO	Director of Jeffco Prosperity Project
JOB SUMMARY	<p>The Case Manager/Coach will act as an advocate and assist in goal setting for participating families enrolled in the Jeffco Prosperity Project (JPP). JPP is an innovative collaborative connecting government and non-government entities to address multi-generational poverty, starting with children and their parents in Head Start, continuing as children move into Jeffco Public Schools. This unique project is driven by three entities: Jeffco Human Services, Jeffco Schools Foundation and The Action Center. This position will provide intensive case management to guide families toward self-sufficiency. Primary office site will be located at Jefferson County Head Start in Arvada Colorado.</p>
CLASSIFICATION	Full time, non-exempt; some evenings and occasional weekends required

DUTIES/RESPONSIBILITIES

- Support participating families in the development of self-sufficiency plans including short and long term goals, preschool through graduation from high school
- Knowledge of strength-based perspective, two generation and holistic service models and incorporating evidence-based practices
- Utilize a systemic approach in working with multiple generational families and support systems
- Conduct, at minimum, bi weekly case management meetings and document case notes
- Conduct home visits, school visits, and attend court and school meetings
- Schedule, facilitate and document family and community partner meetings to engage collective impact around self-sufficiency plans
- Provide referrals and community resources to fill existing gaps
- Collaborate with Head Start Family Support workers while participating children who are still in preschool and develop transition plan to become lead case manager as the child's transitions into kindergarten
- Offer expertise around best and promising practices including wrap around and two generation approaches
- Gather qualitative and quantitative data from families regarding services
- Collect, manage and analyze data using statistical software
- Maintain resources and eligibility requirements for services available to families
- Expedite the assistance process for families, leveraging and enhancing existing community resources
- Prepare and present case staffing's to the Director and in team settings
- Represent the Jeffco Prosperity Project in the community as needed

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in social work or related field; plus two-three years of case management experience, or Masters in Social Work or related field
- Two years' experience coaching families toward self sufficiency
- Bilingual in Spanish strongly preferred
- Consistent exercise of discretion and judgment

- Advanced knowledge to analyze, interpret and make deductions from varying factors or circumstances
- Experience or knowledge of coaching role, conflict resolution and financial literacy training
- Ability to exercise initiative, flexibility and work independently
- Competency in professional boundary setting and de-escalation techniques
- Ability to form strong rapport with individuals from diverse backgrounds
- Excellent communication and interpersonal skills
- Basic computer skills

Email resume and cover letter to: jobs@theactioncenterco.org Currently interviewing
- please apply as soon as possible. Posting will remain open until filled.

The Action Center is an equal opportunity employer