

## Job Description

Job Title: **Intervention Services Case Manager**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **May 2016**

Job Code: **031028**  
 FLSA Status: **Ex-P**  
 Pay Range: **L 04**  
 Work Year: **10 months**

**SUMMARY:** Responsible for providing case management including Title X services, comprehensive needs assessment, planning, advocacy and follow-up in addition to coordination of community resource support, to at-risk students and families. Communicate with school staff, families and community agencies toward establishing and achieving individualized academic, behavior and attendance goals as well as increasing access to needed community resources (i.e. health insurance, food, clothing and housing assistance).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide direct case management services for a caseload of students and/or families. Includes attending meetings with and on behalf of the at-risk students and families both at school and in the community. Coordinate community resource supports as needed and offer advocacy and follow-up. Duties also include attending court or district hearings as necessary.	D	30%
2. Coordination of referral services and intervention treatment activities. Conduct student and family needs assessments, planning and follow-up, and/or assist with scheduling and completion of such assessments by community agencies for the purpose of developing effective recommendations for intervention and treatment plans.	D	20%
3. Develop school and community support plans for students and/or families including referral to appropriate resources. Monitor assigned caseload to ensure successful service delivery.	D	15%
4. Build relationships with school, district and community resources in order to effectively match with student and/or family needs. Participate in Adams County and Statewide Networks, advisory groups and committees related to resources and health care in order network and further develop related professional skills.	D	10%
5. Build rapport and maintain regular, ongoing contact with parents of at-risk students to support the progress of students, including the facilitation of parent meetings and parenting workshops.	D	10%
6. Maintain case documentation in student information system; prepare case updates, and progress reports for courts, schools, and district.	D	5%
7. Facilitate issue-based group classes for at-risk students and parents on relevant topics.	M	5%
8. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in counseling, social work, psychology, sociology or related major required.
- Master's degree preferred.
- Minimum of three (3) years working with adolescents whose behavior or circumstances place them at risk of academic failure in school.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Advanced skills in oral and written communication, interpersonal relations, and problem solving.
- Ability to work collaboratively with all district departments and personnel.
- Experience or working knowledge of the juvenile justice system, youth serving agencies and community partnerships.
- Counseling and group facilitation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Bilingual oral and written communication skills highly preferred.
- Knowledge of issues related to youth at risk of school failure.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks.
- Ability to diffuse and manage volatile and stressful situations.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, and PowerPoint.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Intervention Services Director	050302

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				
Walk				
Sit				
Use hands to finger, handle or feel				
Reach with hands and arms				
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk				
Hear				
Taste				
Smell				

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				
Analyze				
Communicate				
Copy				
Coordinate				
Instruct				
Compute				
Synthesize				
Evaluate				
Interpersonal Skills				
Compile				
Negotiate				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	