



People's Path, Inc.

JOB DESCRIPTION:

CASE MANAGER

BASIC FUNCTION:

Responsible for providing, managing, and coordinating all direct youth development service activities to an assigned group of clients, oversees all youth intervention, clinical and progress records.

REPORTING LINE:

Reports to Executive and/or Program Director

RESPONSIBILITIES:

- In conjunction with Program and Executive Director, determines the service needs of select residents in order to provide case management services which link clients with other agencies, professional, health service provider services, and family support systems to assist in the maintenance and quality of life for the clients.
- Assists in identifying new, untapped community resources to increase service utilization so as to meet the diverse needs of residents and assists in maintaining the social, medical, spiritual, psychological well-being of clients.
- Documents all direct service activities including clients served, case closures and direct service/advocacy interventions. Notes compliance to all clinical record protocols.
- As deemed appropriate, participates in volunteer/staff training activities and other educational programs developed by this and other agencies.
- Participates in ongoing evaluation processes to assess direct services activities for program modification, future planning, and to assist in the preparation of required reports.
- Support group/individual counseling and encourage clients to participate in other service programs. e.g. Day Programs, Recreation, Mental Health, Educational and Vocational and Career-Training services
- Makes visits to homes/agencies when needed to facilitate casework or project's program.

QUALIFICATIONS:

Bachelor's degree preferred or associate degree with one (1) year counseling experience or two (2) years college with three (3) years youth development and/or clinical experience. *Prior experience preferred in case management, counseling with groups and/or individuals, crisis intervention and client advocacy. Knowledge of youth development strategies, shelter protocol, drug and alcohol and violence-intervention and low-student achievement issues helpful.

THE ABOVE JOB DESCRIPTION IS NOT INTENDED TO BE ALL INCLUSIVE, AND EMPLOYEES WILL ALSO PERFORM OTHER REASONABLY RELATED DUTIES AS ASSIGNED BY IMMEDIATE SUPERVISORY AND OTHER MANGEMENT PERSONNEL AS REQUIRED.



People's Path, Inc.

JOB DESCRIPTION: Provides direct supervision to security/reception, housekeeping/porter, and maintenance staff on one of each of 3 daily shifts.

- During the hours of service, monitors developing performance of all staff in the building, reporting any problems to Executive Director/Program Director and other Support Staff and prepares the observation portion of the employee evaluation.
- Responsible of the recording shifts log report, maintenance requests, and all necessary paperwork as it relates to the job.
- Coordinates with police and other officials when violence, theft, burglaries, mischief, illness and/or death occurs on the premises, contacting case managers as directed during respective shift hours.
- Responsible for safeguarding and storage of residents' belongings and People's Path property. Greets visitors, officials, etc., in the absence of Executive Director/Program Director and other Support Staff.
- Responsible for notifying designated Staff in emergencies (resident, staff or physical.) Major emergencies reported directly to Executive Director/Program Director and other Support Staff.

QUALIFICATIONS:

Associate Degree, preferred or High School Diploma or GED preferred, with at least 2 years experience in the Security Field, ability to write reports and communicate with clients, knowledge of youth development, housing and/or shelter programs. working knowledge of the specific Community.

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People's Path, Inc.

JOB DESCRIPTION:

YOUTH COUNSELOR

BASIC FUNCTION:

Responsible to assess clients interactions in the shelter and formulates interventions based on the identified counseling, support or treatment plan.

REPORTING LINE:

Reports to the Executive Director/Program Director.

RESPONSIBILITIES:

Referred youth may be victims of abuse, neglect, exploitation, violence, emotionally disturbed, behaviorally disordered, runaways, homeless, alleged delinquents who do not require a secure setting or any housing with youth in similar crisis situations that may place them at risk.

Shelter programming components include behavior management, recreation and education. The program also offers a comprehensive psychosocial diagnostic and evaluation service to assist decision makers in developing appropriate treatment plans for troubled children and families. The Shelter program is used as an entry point into a variety of placement settings and services and as a transition between out of home placements and home. Length of stay is intended to be short term, by which time permanent placement arrangements should be made. This position is responsible to assesses clients interactions in the environment and to formulate interventions based on the identified treatment plan; evaluates the progress of behavioral modification goals; provides direct care services on assigned unit(s) completing documentation as assigned; supports agency mission as well as program mission and values, practicing safe and responsible work habits.

QUALIFICATIONS:

Preferred BA degree in a qualified field preferred, or AA degree in a qualified field, with at least 2 years experience in the youth development work and ability to write reports and communicate with clients, knowledge of housing and/or shelter programs.

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Rev 4/15

JOB DESCRIPTION:



People's Path, Inc.

LICENSED SOCIAL WORKER

BASIC FUNCTION:

Responsible for assisting in the planning, developing, implementation of policies and procedures to ensure that the emotional and social needs of young residents are met and maintained on an individual basis.

REPORTING LINE:

Reports to the Executive Director/Program Director.

RESPONSIBILITIES:

Will work with youth in order to help them deal with issues involving their mental and emotional health. This could be related to substance abuse, past trauma or mental illness.

In general, the position will require that he/she:

- Provide emotional and mental health counseling to groups or individuals
- Administer discrete social programs such as Child Welfare
- Build strong rapport with clients and make accurate assessments of their problems whether mental/emotional or physical in the case of substance abuse
- Keep detailed and concise records of each youth during the course of their treatment, counseling or behavior modification process.
- Consult with physicians, medical professionals and therapists when appropriate
- Perform research tasks within a clinical setting
- Act as an administrator within a People's Path organization as required.

QUALIFICATIONS:

Bachelor's degree in a closely related field such as Psychology, Child Development, Social Work or Sociology and a Master's Degree along with accumulated supervised clinical experience and completion of the Social Work Licensure exam. At least 2 years experience in the youth development work and ability to write reports and communicate with clients, knowledge of housing and/or shelter programs.

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