



## **Job Description: YOC Special Populations Case Manager**

### **Background on the Recovery School District**

The Louisiana Recovery School District (RSD) is a state turnaround agency whose mission is to transform chronically underperforming schools across the state to raise student achievement so that all Louisiana students can attain a college degree or professional career. The RSD has been nationally recognized as one of the most innovative public school districts in the country due to its unique system of governance, which supports autonomy and encourages innovation while also ensuring accountability.

### **Background on the Youth Opportunity Center**

In a decentralized system of schools, there are specific populations of students who are at risk of not receiving a high quality education because they are not receiving the additional services or supports that they need to be successful. This includes students that are truant or chronically absent, students with emotional, mental and behavioral health needs, and students involved in the juvenile or criminal justice system. To address these critical issues, RSD and OPSB developed a comprehensive resource center to improve academic performance of these students by assisting them in accessing needed social services. The Youth Opportunity Center (YOC) provides referral and case management services to students and schools.

### **About the Position**

The RSD is seeking a Case Manager who will be responsible for working with at-risk children and their families to identify the type(s) of help needed, to empower families to identify and overcome barriers to using that help effectively, to directly intervene as necessary in order to overcome these barriers, to connect families and their children with potential help, and to facilitate and monitor the delivery of needed services in close communication with parents, teachers, and other case management team members. This position requires on-going collaboration with other case managers, office staff, Juvenile and Municipal courts, law enforcement, service providers, parents, school faculty and staff, community partners and other stakeholders to address chronic absenteeism and truancy and remove the barriers to regular school attendance and dropout prevention. Flexibility and the ability to effectively multi-task are required.

The Case Manager will report to the YOC Clinical Director. Salary is commensurate with experience; generous benefits plan included. A successful candidate will have the opportunity to work in an entrepreneurial and reform-driven environment with staff members who are passionate and committed to improving opportunities for all students.

### **Principal Duties and Responsibilities**

- Conduct in-home intake and psychosocial assessments; develop individualized service plans; and provide on-going case monitoring for a caseload of approximately 20 - 30 at-risk students.
- Implement case management services, inclusive of individual and group counseling; link students and their families with needed health and social services.
- Ensure through monitoring and evaluation that all services being delivered to students and families are working together for the family's benefit and that appropriate communication is taking place between service providers, students, and family members.

# RECOVERY



## School District

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- Facilitate monthly case coordination meetings in order to plan, monitor, and adjust coordinated services to students and their families.
- Serve as liaison between assigned schools and agencies on behalf of students and families.
- Act as a resource to administrators, social workers, guidance counselors, teachers and health services personnel at assigned schools regarding attendance programs, interpretation of attendance policies/laws, and record-keeping requirements.
- Develops and maintains client case records, plans, and reports.
- Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships as requested.
- Adhere to agency policy, procedures and the professional code of ethics.
- Perform any other related duties as assigned by the YOC Case Manager Supervisor or other appropriate administrator.

### Minimum Qualifications

- Master's degree in Social Work with LMSW credential.
- Minimum of five years of experience working with children, adolescents and families.
- Minimum of two years of case management experience and school social work or academic school counseling experience.
- Knowledge of community resources and counseling/social work practices with high risk populations.
- Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, open personal qualities, clear sense of boundaries.
- Strong project management skills, including the ability to work efficiently and manage multiple responsibilities in a dynamic, fast-paced environment.
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
- A strong sense of and respect for confidentiality involving both clients and fellow employees.
- Experience with data collection/compilation in education and service provider settings resulting in data based decision making and accountability.
- Comprehensive understanding of the current citywide decentralized school structure, including experience working with charter schools.
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.
- Must be able to work with minimal daily supervision.
- Excellent written and verbal communication skills, ability to establish rapport.
- Possesses or have access to an insured, functioning automobile.
- Unwavering belief that all students can learn and achieve success in school.

### How to Apply:

Interested candidates should send a resume and tailored cover letter outlining their interest, experience, and qualification to Angela Wiggins Harris @ [angela.wiggins@rsdla.net](mailto:angela.wiggins@rsdla.net). To learn more about the Recovery School District and Orleans Parish School Board, please visit our websites at [www.rsdla.gov](http://www.rsdla.gov) and [www.nops.k12.la.us](http://www.nops.k12.la.us).