



Job Title: Case Manager
FLSA Status: Full-Time, Exempt (32-40 hours per week- negotiable)
Reports to: Program Director
Approved: March 15, 2023

Wage Range: \$25-29/hour

POSITION SUMMARY: Support pregnant and parenting teens and their children by understanding their needs, maintaining contact/relationships, and connecting them with resources to support their physical needs, emotional well-being and success as an individual. This position will work closely with the Program Director to provide services and meet the needs of families served. In addition, this position collaborates with partner organizations, including local educational resources, health care providers, human service agencies, and the organization's mentors.

MISSION: Generations Ahead empowers young parents to build positive relationships, strengthen family resiliency, and raise healthy children.

SCOPE OF WORK:

- Work directly with pregnant and parenting teens and young adults, and their children.
- Provide crisis intervention, parenting education, coaching, and support services.
- Assess emotional, physical, and educational status of clients. Assist clients in establishing personal, educational, and employment goals.
- Participate in managing new referrals, including connecting with new clients to provide information about Generations Ahead services and registering the client.
- Ensure intakes are completed in a timely manner including the use of screening tools.
- Refer and assist clients accessing needed resources as required, including educational, health, mental health, and social service resources.
- Work with volunteer mentors assigned to individual clients.
- Complete paperwork, including billing when appropriate, within our electronic health records in an efficient and accurate manner.
- Coordinate and organize with the Program Director family activities and playgroups.
- Keeps abreast of new and emerging resources within the community.
- Make home visits to clients as appropriate.
- Transport clients as necessary.
- Occasional public speaking engagements and community outreach/education on issues related to teen parents in general and Generations Ahead in particular.
- Assist with mentor training and quarterly mentor meetings, as needed.
- Other duties as assigned by the Program Director.



PROFESSIONAL REQUIREMENTS:

- A bachelor's degree in Social Work, Counseling, or human service field from an accredited institution.
- Demonstrated ability to collaborate with staff.
- Strong written and oral communication skills.
- Training and practice in trauma-informed care and commitment to theories of positive youth development.
- Willing to work a flexible schedule, including occasional evening and weekend hours
- Ability to manage electronic records and use Google Drive.
- Ability to maintain confidentiality and professional boundaries.
- Ability to interact positively with clients from a wide range of cultural and socio-economic backgrounds.
- Experience working with teen parents, adolescents, pregnancy, infants and/or early childhood is preferred.
- Credentials in infant mental health is a plus.

PERSONAL REQUIREMENTS

- Strong work ethic with a high degree of energy.
- Ability to take initiative and work independently.
- Ability to organize priorities, with attention to detail and deadlines.
- Demonstrate compassion and respect for others, and a commitment to social equity for those we serve.
- And, have fun! This can be hard work, so we value finding joy in our daily work.

WORK ENVIRONMENT

- Work is performed in the office, on client home visits, and remotely (from home).
- Physical requirements include sitting and/or standing at a desk for extended periods of the workday. Must be able to regularly lift 20 pounds, and up to 40 pounds occasionally.
- Must be able to work in an office environment with low to moderate noise levels.
- Will require travel within the service region. Must possess reliable personal transportation , comprehensive insurance and a valid driver's license.

COMPENSATION, BENEFITS, AND APPLICATION PROCESS:

This is a full-time (32 - 40 hours/week) position- hours per week are negotiable. Hours are also flexible depending on office staffing requirements, current work demands, and personal needs. Benefit eligibility includes ample PTO and holiday pay. A Simple IRA is part of the compensation package, and a wellness benefit is provided (in lieu of health insurance at this time).

Starting Wage Range: \$25-29/hour



Generations Ahead is committed to creating a diverse workplace and seeks a wide range of perspectives and backgrounds. People of color, persons with disabilities, veterans and LGBTQ candidates are encouraged to apply. Generations Ahead is an equal opportunity employer and does not discriminate in its employment decisions.

To apply, please send your cover letter and resume to: Sarahp@generationsahead.org