Case Manager

The Center for Family Outreach is a nonprofit organization in Fort Collins, CO. Our mission is to help at-risk youth (ages 8-18) and their families achieve and sustain long-term positive outcomes and healthy relationships. We do this by providing individual assessment, education, and custom-designed programs to develop successful and positive citizens. We focus on providing early intervention to youth struggling with alcohol, substance use, truancy, and other high-risk behaviors.

We are seeking a full-time Case Manager for our Loveland program. This position is based here in our office in Fort Collins, but would require regular travel to Loveland to meet with students, parents, and school officials.

**Essential Functions:**

- Provide crisis intervention and assist Loveland families in decision making and problem resolution; act as advocate for student.
- Teach group classes on topics including anger management, bullying, substance abuse prevention, life skills, and other related areas based on current evidence-based research.
- Travel regularly to Loveland to conduct classes, meetings with students, parents, and school district staff.
- Accurately and efficiently complete paperwork, reports, and progress updates of students and families.
- Coordinate programs with other County departments, professionals, and outside collateral agencies (i.e. law enforcement, medical personnel, and school staff).
- Design an education plan to address risk and needs assessments, establish goals and objectives, and coordinate student services and referrals.
- Refer clients to outside state and community resources.
- Monitor student compliance or non-compliance; determine appropriate course of action.
- Accurately and consistently collect data for grants and other reports.
- Accurately and consistently enter data into agency spreadsheets and databases.
- Assess strengths and needs of youth and families and develop strategies to ensure safe environment.
- Consult with Executive Director on strategies for managing difficult/complex cases.
- Attend seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in field; review professional journals, attend association and professional meetings; and otherwise maintain contacts with professionals to facilitate exchange of information.
- Scheduling of classes and appointments.
- Perform other duties as appropriate or necessary for performance of the job.

**Qualifications/Knowledge:**

- Knowledge or experience with at-risk children and youth, including knowledge/experience with mental health, substance abuse, or domestic violence issues.
- Principles, practices, and objectives as related to case management, education, risk assessment, and family crisis intervention techniques.
- Entry level case management techniques including: knowledge of family dynamics, motivational interviewing approaches, influence in changing negative behaviors.
- Scope and application of laws (Colorado Children’s Code, Volume VII) and regulations pertaining to physical abuse, sexual abuse, neglect, and child welfare.
- Highly skilled in interpersonal communications.
- Communicate clearly and concisely, both verbally and in writing.
- Knowledge and proficiency with Microsoft Office programs.
- Interest in pursuing a career in the nonprofit sector.
Ability to:

- Assess risk and develop educational plans, and guide family and students on methods of problem resolution. Make decisions regarding education or other interventions to best assist a family.
- Effectively respond to conflict situations and people in conflict
- Make difficult decisions in the best interest of youth
- Establish and maintain effective working relationships with representatives of other agencies and organizations, and members of the community.
- Maintain sensitive and confidential information
- Work with diverse populations
- Organize material and present information clearly and concisely in verbal and written form.
- Accomplish the assigned workload in a timely manner and meet established performance standards.
- Establish and maintain effective working relationships with employees, supervisors, and other outside agencies.
- Travel regularly to Loveland
- Use standard office equipment, computer equipment and software, including email, word processing, spreadsheet applications, and databases
- Perform duties independently without close supervision
- Willingness to participate in the 90 day Case Manager training period

Education/Experience

- Bachelor’s degree from an accredited college or university with a major in Human Services, Social Work, Education, or a related Human Behavioral Sciences field.
- Master’s Degree in Social Work or related field is preferred
- At least 1 year of relevant experience in social work, youth development, substance abuse services, domestic violence services, or counseling required; 2-3 years preferred
- Experience in a nonprofit agency or a public human services agency is preferred

Licenses or Certificates:

- Possession of a valid Colorado Driver’s License.

This is a full-time (40 hour) position at $14/hour with benefits.

Application Instructions

- All application requirements must be completed for your application to be considered. Incomplete applications will not be advanced.
- Applications must include both a professional cover letter and resume as separate attachments (not in the email text). The cover letter should include why you are interested in working for our organization as a Case Manager, and how you meet the qualifications mentioned above in the “Qualifications/Knowledge” section.
- Please provide at least two professional references (contact information and/or recommendations)
- Please respond via email only to MichaelC@tcffo.org. No phone calls please.
- If your application is advanced for further review, we will ask you to complete a written questionnaire and participate in a job interview.