

**Case Manager
TurnAround Program**

Hours: This is a full-time, exempt position
Location: Kansas City
Salary Range: \$33,000 to \$35,000

ESSENTIAL DUTIES, RESPONSIBILITIES AND DESIRED CHARACTERISTICS

Program Development and Execution/Case Management:

- Work with ex-offenders, mentor coordinators, mentors, volunteer peers, and the Missouri Department of Corrections (DOC) staff in assessing offenders for the program, assisting with re-entry preparedness, and providing on-going services.
- Meet with the offender regularly and assist in re-entry preparedness.
- Provide intake and assessment services which includes required documentation for admission, rules and program expectations.
- Develop a case plan with the participant that includes short-term and long-term goals with objectives; update case plan as needed.
- Provide information and referral services.
- Provide advocacy services as needed.
- Provide financial assistance in accordance with program policy and procedures.
- Develop a discharge plan with participants that address permanent housing, employment, economic stability, emotional stability, and parole requirements.
- Maintain contact with participants after discharge for the purpose of follow up.

Information Management:

- Maintain a file on each participant that includes the assessment, case plan, and documentation of progress, challenges, accomplishments, discharge plan and follow-up contact.
- Maintain comprehensive statistical data on all participants.
- Submit monthly summary of statistics to the direct supervisor and grantees.
- Maintain accurate records of financial assistance provided to participants in their file and in the community MAAC Link Homeless Management Information System.
- Follow agency and program policies regarding expenditures.
- Prepare case records for proper storage after participant discharge.
- Complete other reports as needed and requested.

Agency and Community Networking:

- Provide outreach services to individuals, church groups, and other agencies and organizations with goals of informing them of the Turnaround program, services provided, and the need for community support for the program.
- Develop and maintain a positive supportive relationship with program funders.
- Attend agency and community meetings as requested.
- Maintain working relationships with community agencies to provide comprehensive services for participants and to stay abreast of current trends and resources available.
- Attend in-service training and outside conferences/workshops as requested and approved by the direct supervisor.

- Provide guidance and support to community volunteers working with the program.
- Represent the agency's purpose, philosophy, and function to the community.

MINIMUM EDUCATION and/or EXPERIENCE:

Bachelor's Degree in human services, criminal justice, or a related field with three to five years experience or Master's Degree in human services, criminal justice, or a related field. Must have the ability to comprehend, document, and converse in Standard English. Must demonstrate excellent verbal and written communication skills. Must have good sound judgment and reasoning ability/skills; problem solving and conflict resolution skills; knowledge of computers and software programs; ability to interact positively with grantee, referral sources, other agencies, and community partners; ability to work with diverse populations including those with a criminal record. Must be able to handle multiple demands and priorities and have excellent time management skills.

FOREIGN LANGUAGE REQUIREMENT:

Not applicable.

MINIMUM CERTIFICATES, PROFESSIONAL LICENSES, REGISTRATIONS:

Not applicable.

MINIMUM TRAVEL REQUIREMENTS:

Throughout the Diocese of Kansas City-St. Joseph and the State of Missouri.

IS EMPLOYEE REQUIRED TO TRANSPORT CLIENT IN EMPLOYEE'S CAR?

Yes

Instructions: Send resume to Tara McGranaghan, 20 West 9th Street, Suite 600, Kansas City, MO 64105 or email to tmcgranaghan@ccharities.com.