



PO Box 285 • Corvallis, OR 97339

PO Box 1984 • Albany, OR 97321

1-800-901-2904

www.jacksonstreet.org

Position: Next Steps Case Manager

Purpose: To work with young adults as a whole person to improve quality of life and prevent future problems; helping to build housing stability, permanent connections, and self-sufficiency.

Qualifications: Bachelor's degree in human services or equivalent field or at least one year experience providing case management and at least one year experience working with youth who are runaway, homeless, or in crisis. Experience working with community partners and social service agencies, an understanding and knowledge of adolescent developmental issues, evidence based practices, and alternative solution focused case management approaches to address objectives. Maintain an ability to work effectively both independently and as a member of an integrated team, relate effectively with youth, guardians, community, and referral sources; in a flexible, sometimes stressful, un-structured work environment. Demonstrate cultural sensitivity and ability to work with people from diverse cultural backgrounds, maintain confidentiality, engage in respectful and collaborative problem solving, and present with professional appearance appropriate to the position. Must be able to pass a criminal history check, have a valid Oregon driver's license, have an acceptable driving record, maintain auto insurance, and be able to make at least a one year commitment to Jackson Street Youth Services. ***An applicant who is bi-lingual and/or a One Circle facilitator is preferred.***

Specific Duties:

Case Management-

- Conduct case management with identified young adults;
 1. Complete assessments (using the Ansell Casey Life Skills Assessment) to determine and develop service plans based on identified needs
 2. Effectively evaluate progress and make adjustments to service plans as needed
 3. Assist with formulation and implementation of goals
 4. Provide basic life skills coaching and skill building
 5. Advocate for young adults within identified needs
 6. Participate in young adult focused meetings
 7. Help provide RHY access to resources
 8. Conduct mediation/crisis intervention as needed
- Complete required documentation within prescribed time frames; accurately document all services as required by program procedures; maintain and update all necessary databases for tracking client progress



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- Provide necessary communication with other agency staff to support the consistent provision of services, including placements, scheduling of appointments, client needs, communicating and coordinating coverage
- Maintain networking relationships with relevant community partners
- Maintain an aftercare services program for residents leaving the TLP House to provide continued support and connections for their success

Administrative-

- Maintain records in accordance with Jackson Street standards
- Write concise and complete services plans and progress records (following DASP format) in a timely manner
- Assist with billing documentation and requirements, if needed
- Input required statistics in databases
- Maintain stock of house and program supplies
- Maintain a consistent presence on all TLP sites
- Regularly check the house security system and deal with any discrepancies within a timely manner
- Participate in training and professional development activities to meet position and program expectations
- Attend required and scheduled meetings
- Meet with supervisor as directed, this position is supervised directly by the Program Director

Pay and Benefits: Wage scale \$13-15, health insurance available to those working 20 or more hours per week, 2/3 or more paid by Jackson Street. Voluntary group dental and vision plans are offered.