



Jackson Street Youth Services

Position: Lead Shelter Case Manager

Summary Overview: Works directly with youth residing in overnight shelter in getting basic needs met, completing assessments, setting goals, and exiting safely; maintaining collaboration with youth's family and provider team to implement appropriate service and transition plans.

Position Requirements:

- Bachelor's degree in social services or equivalent field **OR**;
- At least one year experience working with youth who are runaway, homeless or in crisis through case management practices
- Experience working with community partners and social service agencies, an ability to successfully complete accurate documentation and administrative tasks.
- Must be able to pass a criminal history check and DMV check, be approve driver, needs to be able to work flexible hours.
- Must be certified in first aid, CPR, and Oregon food handler's card.
- Bi-Lingual preferred

Responsibilities:

Case Management

- Coordinate with the Shelter Manager to provide emergency and transitional case management services to youth residing in overnight shelter
- Conduct case management with residents and families;
 1. Maintain a consistent schedule
 2. Empower youth to assume responsibility for their own barriers and choices
 3. Consistently implement and review assessments (i.e. CLSA or SPDAT)
 4. Assist with formulation of youths individualized service plans
 5. Support youth with formulation and completion of goals
 6. Provide direct assistance to youth for basic needs, education, and skill building
 7. Provide interagency referrals and act as intermediary on behalf of the youth and/or their families, if needed
 8. Maintain collaboration with partner agencies and a presence on youth planning teams as an advocate for the youth and shelter services; conduct family or team meetings as needed
 9. Assist with reunification and/or transition plans to ensure safe exits
 10. Provide necessary communication with staff and providers to support the

consistent provision of services

- Maintain youth records and correspondence in a professional and timely manner; accurately document service plans and progress

Program and Service Support

- Act as on-call for the overnight shelter sites, Monday through Thursday 5p-8a and coverage when needed
- Pick up shelter shifts for coverage, if needed
- Check resident intakes/exits, content of files/logs and progress reports to ensure professional and complete documentation is in line with licensing standards and federal requirements
- Complete Linn Benton Food Share pick up, delivery, and statistical reports
- Act as a role model for staff and youth by demonstrating positive interpersonal communications; mentor Youth Advocates and other case managers as appropriate
- Assist with new hire training, if needed
- Assist with undergraduate intern supervision, if needed
- Attend required organizational meetings (i.e. weekly staff meetings, all staff meeting, ROCT)
- In collaboration with Shelter Manager and/or Program Director maintain procedure and training manual for case management services
- Participate in continued education, certification, and training consistently

The Lead Shelter Case Manager reports directly to the Shelter Manager

*This position does not maintain shelter shifts and may require employee to work an adjusted work week.
This is not a supervisor position. Pay is based on experience. Bi-lingual stipend available.*
