

JOB DESCRIPTION

Position Title: Real Relationships Case Manager
Reports to: Real Relationships Project Manager

Department: Family Support Services
Starting Salary Range: \$23,000-\$25,000

Position Summary: Provide supportive services to those seeking relationship skills.

Essential Job Requirements:

Education Bachelor's Degree in Social Work, Psychology or other related field from an accredited college or university, and two years experience working with children and families; or an Associate's Degree in a related field and five years related experience.

Required skills Excellent organizational, communication and interpersonal skills; Ability to form strong collaborative relationships with community partners; Ability to counsel clients on concerns such as unsatisfactory relationships, divorce and separation, child rearing, home management, and financial difficulties. Willingness to travel and work a flexible schedule; Technically competent in Microsoft software.

Essential Job Functions:

1. Assist with coordination of all promotional, marketing and advertising activities.
2. Research local communities where service provision occurs to establish strong working relationships with businesses, service providers and community partners; Provide consistent recruitment and networking through outreach efforts.
3. Coordinate and attend community public relation events such as fairs and festivals.
4. Assist in creating and disseminating of marketing materials, media advertisements, promotions and writing and delivery of press releases.
5. Work with outside vendors to arrange for workshops; including but not limited to venues, food and other accommodations.
6. Ensure all materials needed for project are available at the right time.
7. Arrange workshops to ensure the project is managed efficiently and within the fiscal and project guidelines set forth.
8. Ensure quality of program services including, but not limited to: inquiries, enrollments, referrals, and support, intervention and closure activities.
9. Gather information about individuals and families, using techniques like interviewing, discussing, testing, and observing.
10. Counseling family members on concerns like unsatisfactory relationships, child rearing, financial issues, divorce and separation, and home management.
11. Developing and executing personalized treatment plans to address relationship and family problems.
12. Maintaining case files, which include activities, evaluations, progress notes, and recommendations.
13. Determining whether the clients may need referrals to specialists in fields such as psychiatry, medicine, and legal aid and facilitating referrals.
14. Following up on the results of program participation and the adjustments of clients to determine efficacy of programs.
15. Facilitate marriage skills, marriage education, conflict resolution, financial management and parenting workshops.

16. Perform other duties as deemed appropriate by the Executive Director, Assistant Director or Real Relationships Project Manager.

PHYSICAL DEMANDS

Lifting equipment waist to chest of 30 lbs. using proper technique
Lifting supplies floor to waist of 30 lbs. using proper technique
Pushing and Pulling File Drawers of 30 lbs. using proper technique
Must be able to stand 4 hours a day– based on a 7.5 hour day.
Must be able to sit for 7.5 hours per day – constant sitting
Mobility - must be able to move throughout general office setting and various private homes and public buildings
Must be able to control body through motion for bending/squatting to pick up supplies
Must be able to use hands for fine motor skills and computer use
Must have visual acuity to pass Snellen chart test
Must have hearing acuity to pass Whispered Voice Test
Must tolerate climate changes from 25 to 90 degrees while moving between buildings and supervising outdoor activities.

DRIVING ABILITY Must hold a valid driver’s license without restrictions, be able to drive van and have a completed motor vehicle check.

Exempt/Non-Exempt
(Circle one)

Full-Time/Part-Time
(Circle one)

Regular/Temporary/Leased
(Circle one)

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis. This does not constitute an employment contract.

I have read the above job description and understand the expectations of the position.

_____ Employee Signature	_____ Printed Name	_____ Date
_____ Supervisor’s Signature	_____ Printed Name	_____ Date