

Children's Champion Case Manager

Full Time

Reports to Children's Champion Director

Salary

The Children's Champion Case Manager provides support to the HomeFront Family Campus families, concentrating on delivering Trauma Informed Care to residential children. This role supports the Director in assessing and developing programs and services to children faced with the challenges of homelessness. While ensuring comfort, safety, security and consistency HomeFront believes the Children's Champion Case Manager will provide case management services with the specific objective of assisting families to transition into permanent housing, a stable living situation, and self-sufficiency; and will provide general staff support to other Family Care Advocates and Family Care Workers.

Essential Job Functions

- Introduce parents to Children's Program and review orientation packet
- Conduct assessments to evaluate children's needs and concerns
- Conduct regular follow-up and conflict resolution meetings with parents/families
- Create care plans for children
- Make referrals to internal and offsite services to meet children's individual needs
- Coordinate school registration and transportation with school districts.
- Attend school meetings with parents to provide support for IEP meetings, Child Study Team meetings and Special Education Evaluations.
- Advocate for children with regards to bullying and school suspensions
- Provide positive guidance and discipline on proper supervision of children, nutrition and consistent school attendance.
- Respond to children's crisis and behavior to bring resolve
- Assist with attaining medical records for school, camp etc.
- Administer and set up curriculum for Summer Reading Program
- Coordinate Summer Camp Registration
- Assist with After School Tutoring Program; working with volunteers and children to improve academic readiness
- Facilitate weekly parenting classes
- Participate in on-call rotation and weekly late-night supervision
- Other duties as assigned

Job Competencies

- Professional maturity and empathy
- Compassion for Children
- Use of Trauma Informed Care principles
- Attention to detail
- Flexibility and adaptability
- Organizational and problem solving skills
- Ability to thrive in fast-paced work environment
- Thoroughness and independent thinking
- Collaboration skills
- Crisis management

- Documentation skills
- Understanding of impact of homelessness and poverty
- Strong interpersonal skills

Technical Skills

- Intermediate Microsoft Office application
- Organizational skills
- Documentation skills

Requirements

- Bachelor's degree in Social Work or related field
- Bachelor's degree and 2 years of social service experience
- Experience in child development
- Behavior specialist experience desired
- Proficient English, verbal and written communication
- Proficiency in Spanish is desired
- Schedule flexibility with some evenings as required
- Valid Driver's License and 25 years of age to meet insurance requirements

Physical Demand

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift up to 30lbs
- Exposed to weather conditions prevalent at the time

Travel

Travel is primarily local

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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