



Hispanic Unity of Florida

Job Title: Case Manager
Reports To: Team Leader
Classification: Non-Exempt, Full-Time Employee
Salary Range: \$33,280- \$35,360 annually
Date Released: November 2017

Summary:

The CM is responsible for providing initial assessments to identify risks and protective factors as well as developing a Family Nurturing Plan with each family. The CM will facilitate training sessions, case management services, follow ups and ongoing meetings with each participant to ensure the achievement of program goals. The Case Manager will facilitate make up sessions and will work with program staff and participants to prepare Family Building Events. This is a full-time position to facilitate the Nurturing Parenting Program (NPP) curriculum as well as setting meetings with participants during the week, weekends and/or evenings.

Case Manager Essential Duties:

- CM will refer as needed and will ensure coordination and continuity of service, giving families opportunities to develop nurturing competences.
- Conduct Pre and Post assessments utilizing the Bio Psychosocial Assessment and Adult-Adolescent Parenting Inventory-2 (AAPI-2).
- Work with each participant to create a “Family Nurturing Plan” to set and reach their goals. The CM and participants will mutually define tasks, clear time lines and description of roles and responsibilities.
- CM will guide each participant in overcoming challenges as developing skills and strategies for dealing pressing issues.
- Prepare and maintain all required documentation in the file updated as required by HUF and funder.
- Keep confidentiality of all client records
- Aid in program growth by providing feedback to management staff on families’ responses to the program.
- Enter the data of the Adult-Adolescent Parenting Inventory-2 (AAPI-2) in the NNP-Nurturing Parenting Program System.
- Scheduled and Facilitate make up sessions
- Perform related duties as needed

Facilitator Essential Duties:

While the Parent Facilitator is absent:

- The CM will lead dynamic training sessions and family building events.
- Facilitate the Nurturing Parenting curriculum
- Maintain training session data, including attendance rosters, evaluations, and other reporting documents as needed.
- Encourage participants to seek “one-on-one” case management sessions to provide necessary support and direction.
- Prepare and maintain all required documentation in the file updated as required by HUF and funder.
- Attendance and participation at monthly Family Strengthening Education planning meetings and additional training sessions as needed.
- Keep confidentiality of all client records
- Perform related duties as needed

Job Requirements:

The ideal candidate shall hold a Bachelor’s degree from an accredited institution in Social Work, Education and/or Human Services; Master's degree preferred. A minimum of two (2) years of relevant experience in Parent and Child assessment, group-based facilitation and counseling sessions, as well as Case Management services in the areas of mental health, behavioral health and/or substance abuse. The candidate must be willing to earn The NPP certification. The candidate must be fluent in English and Spanish (written and spoken) and possess strong communication, organizational and problem solving skills and have the ability to collaborate with others.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understanding my responsibilities.

Employees Signature _____ Date: _____

Supervisor’s Signature _____ Date: _____

Title: _____

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time with out notice”.

Updated: November 2017
Yonela Carusi
Senior Program Manager