



Job Title: P.A.V.E. the Way Case Manager **Location:** Jackson County
Classification: Full time **Exempt Status:** Nonexempt
Reports to: Youth Services Manager **Department:** Youth Services
Direct Reports: None

Program Description: Projects Assets Value Education, P.A.V.E. the Way is an intensive after school and summer program offered in local Greater Kansas City, MO area high schools. The program gives high school students' tools, support and resources needed to graduate and pursue post-secondary education, career exploration, and leadership development. Students are given the opportunity to volunteer, gain leadership training, receive a stipend, attend field trips and obtain college scholarships.

Minimum Requirements:

1. Bachelor's Degree in Social Work, Human Services, or a related field
2. Two (2) years of experience in related function of providing human services to a comparable clientele is required
3. Public speaking experience
4. Ability to read, comprehend, and follow training manual guidelines and procedures
5. Excellent listening and assessment skills
6. Experience with email, facsimile machine, scanner and copier
7. Proficient in alpha-numeric filing, Microsoft Office products: word, excel, and outlook and ability to learn State agency database
8. Reliable transportation, valid driver license and maintain active car insurance

Minimum skills:

1. Develop case plan for participants including goals, strengths, priorities and plan of action
2. Work with students and their families with multiple and serious problems
3. Be non-judgmental and objective in working with clients
4. Work effectively in high stress situations
5. Independently work and/or team setting and adhere to deadlines
6. Ability to schedule appointments and adhere to deadlines

Essential functions:

1. Provide holistic and comprehensive case management services to all families including intake, assessment, goal setting, case plan development, monitoring, financial management advocacy and referrals.
2. Ability to develop and present curriculum to students in a classroom setting and online
3. Work well with school staff, students, community and peers
4. Document eligibility and input accurate data into State agency database
5. Gather pertinent and accurate information from participants and household members to meet their service needs
6. Verify and certify all program intake information



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7. Precisely enter information into database
8. Maintain accurate records and notes
9. Inform clients of program guidelines, rights and responsibilities
10. Maintain knowledge of programs and eligibility criteria
11. Perform excellent customer service to participants, staff and vendors by telephone, in person and/or in writing
12. Assist co-workers and participants as needed
13. Adjust to frequent change in duties and procedures
14. Perform other duties as special projects are assigned
15. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
16. Inform participants of other CAAGKC programs and services they may qualify for
17. Any other duties as assigned

Physical Demands:

Sitting	80%	Standing	10%
Bending	5%	Lifting	5% ability to lift at least 25 lbs. or less