

PHILADELPHIA EARLY LEARNING ACADEMY



Job Title:	Case Manager	Job Category:	Youth Development/Human Services
Department/Group:	Social Services/ECE	Job Code/ Req#:	6376
Location:	Remote & Business Office	Travel Required:	10%
Level/Salary Range:	Negotiable	Position Type:	contract
HR Contact:	Admin	Date posted:	January 25, 2015
Will Train Applicant(s):	As needed	Posting Expires:	February 25, 2015
External posting URL:	www.pelakids.com		
Internal posting URL:	www.pelakids.com		
Applications Accepted By:			
FAX OR E-MAIL: 1-888-958-1165 X102 or admin@pelakids.com Subject Line: Attention: position title		MAIL: N/A	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Keep records or prepare reports for owner or management concerning work with clients. • Provide information or refer individuals to public or private agencies or community services for assistance. • Attend meetings to provide information on agency services, requirements, or procedures. • Interview individuals or family members to compile information on social, educational, criminal, institutional, or drug history. • Submit reports and review reports or problems with management. • Advise clients regarding clinical pediatric mental, behavioral or emotional support services. 			



- Consult with management concerning programs for individual families.
- Input field rep observations into digital file records.
- Assist in locating housing for displaced individuals.
- Educate clients or community members about mental or physical illness, abuse, medication, or available community resources
- Counsel clients in individual or group sessions to assist them in dealing with substance abuse, mental or physical illness, poverty, unemployment, or physical abuse.
- Monitor, evaluate, and record client progress with respect to treatment goals.
- Interview clients, review records, conduct assessments, or confer with other professionals to evaluate the mental or physical condition of clients or patients.
- Collaborate with counselors, physicians, or nurses to plan or coordinate treatment, drawing on social work experience and patient needs.
- Counsel or aid family members to assist them in understanding, dealing with, or supporting the client or patient.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Relevant Bachelor's degree with 5 years experience

Relevant Master's degree with at least 3 years experience preferred.

Background clearances (FBI, PA Criminal Background and Child Abuse) at time of hire preferred : ability to obtain aforementioned documents without any relevant PA Code reported in any rap sheet is required.

PREFERRED SKILLS

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Coordination — Adjusting actions in relation to others' actions.



Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Service Orientation — Actively looking for ways to help people.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

ADDITIONAL NOTES

N/A