



Job Title:	Case Manager	Position Type:	Full-time
Reports To: Center Manager			
Job Description			
Role and Responsibilities			
Perform detailed case management duties for families enrolled in the Head Start Families Program. Perform all duties in accordance with the Head Start Performance Standards.			
Functions of the Job			
<ol style="list-style-type: none"> 1. Recruits and enrolls children in the Grace Hill Settlement House Head Start Program. 2. Completes comprehensive needs assessment and self-sufficiency pact on each eligible participant. 3. Assists participant with self-sufficiency planning and make applicable preparation for job placement, adult education, or training. 4. Develops and/or assists participants with the development of individual care plans and monitor their progress with personal visits or phone calls regularly. 5. Coordinates Family/Child Meetings for children with special needs. 6. Reviews referrals for children with special needs and provides follow up to families and Head Start staff. 7. Contacts and documents participants' status on a bi-weekly basis or as necessary. 8. Assists participants with removal of barriers to successful employment; arrange transportation, day care, and other essential services as needed (i.e. linking participant to other Grace Hill programs and services). 9. Facilitates and/or conducts group work activities for Head Start families. 10. Collaborates with other agencies and organizations as it relates to assisting family in meeting their needs of building self-reliance. 11. Volunteers in the classroom, support children at home with curriculum outcomes, and attend parent activities and meetings. 12. Completes all documentation and record keeping as required by the Head Start Network and other regulatory agencies and prepare statistical reports. 13. Ensures all families meet Head Start enrollment and program requirements per Social, Health and medical requirements in coordination with Health staff and Family Service staff. 14. Makes presentations to large and small groups. 15. Attends regular staff meetings, team meetings, in-service training and other meetings as required/requested. 16. Performs other duties as assigned. 			
Education Requirements			
Bachelor Degree in Human Services, Social work or a related field required.			
Experience			
Knowledge of case management and welfare reform guidelines for case management. One (1) year experience working with people providing case management and social work services.			