



## **JOB DESCRIPTION**

**Job Title:** **Strong Beginnings Case Manager Intern**

**Reports To:** Vice President, Measurements & Outcomes

**Written By:** David Mandani

**Position Status:** Contracted Position, Part Time

**Date:** December 30, 2009

**Position Summary:** Provides case-management services to Strong Beginnings clients residing in Orange County motels.

### **Job Responsibilities & Duties**

1. Delivers and coordinates outreach focused case management services to families with children up to 5 years of age residing in Orange County motels.
2. Works in conjunction with the Intake Coordinator to link potential families to the Orange County Rescue Mission's (OCRM) internal continuum of care.
3. Builds relationships with external providers via networking in order to leverage resources and increase continuity of care for clientele.
4. Maintains and updates progress notes, assessments, enrollments and service posting via the Client Track (HMIS) e-charting module.
5. Tracks and submits monthly Strong Beginnings report(s) for services performed.
6. Meets with supervisor once a week for consultation, direction, etc.
7. Maintain a clean, safe and unobstructed workspace.
8. These duties are not exclusive and with consideration of the job requirements and employee skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.

### **Job Skills & Requirements**

1. Treating people with dignity, respect, compassion and integrity at all times.
2. Bachelor's in Ministry, Social Work or Human Services plus 1 year of experience in the field, or current enrollment in a Master of Social Work (MSW) program preferred; or, equivalent education and experience required.
3. Proven success and "hands-on" experience working as a professional for at least 1 year.
4. Demonstrated "detail-approach" to administration and organization.
5. A pleasant personality to people you are speaking to on the telephone, visitors, and company personnel. The ability to act and think promptly and professionally.
6. Ability to recognize and maintain confidentiality of information as appropriate.
7. Excellent verbal and written communication skills.
8. Excellent interpersonal skills.
9. Legible writing skills.
10. Basic typing (40 wpm).

11. Maintain an acceptable driving record (in accordance with our insurance carrier, less than 2 DMV points on driving record).
12. Hands-on PC compatible computer knowledge, understanding, and skill.
13. Proficiency with Windows, Microsoft Office (Word, Excel, Outlook, PowerPoint, Internet Explorer).
14. Regular timely attendance.

### **Dress**

Professional attire may be necessary based upon individual situations and events. If professional dress is not required, “professional casual” dress is expected. If any questions arise as to what is appropriate, speak with your immediate supervisor.