



2827 HOLTON AVENUE
FORT WAYNE, INDIANA 46806
(260) 456-4172 FAX (260) 456-4075

Vincent Village Job Description

Vincent Village provides shelter, care, advocacy, affordable housing, and support services for families experiencing homelessness, as these families build strength and strive to become independent, productive members of the community.

Title: **Family Engagement and Youth Services Case Manager**
Responsible to: **Program Director**
Employment Status: Full-time, Exempt

Position Objective: Enhance parenting skills, improve developmental milestones and strengthen the family unit through individual meetings, educational partnerships, and youth services programming.

Responsible for: Meeting individually and in a class setting to teach parenting skills, strengthen individual and family dynamics and improve family engagement; planning and implementing youth services programming.

Qualifications, Skills, and Abilities required:

- 1) Bachelor's Degree or equivalent experience in Social Work, Community Relations, Human Services, or similar arena.
- 2) Excellent oral and written communication skills for working with both volunteers and residents.
- 3) Proficiency in a variety of computer applications, specifically the MS Office Programs & internet applications.
- 4) Rapid comprehension and ability to quickly learn policies and procedures for a multi-faceted organization and compliance requirements for a variety of resources.
- 5) Standard office activity associated with attending meetings within the organization and meeting external constituents, lifting objects in an office context, and ability to climb stairs or walk moderate distances. Extended periods of time working on a computer.
- 6) Valid Indiana driver's license; required minimum insurance coverage and daily access to reliable transportation.
- 7) Some flexibility with schedule to accommodate clients who work.

Summary of essential job functions:

- Complete Ages & Stages Assessments on 0-5 year olds
- Teach Your Journey Together
- Teach weekly classes/ sessions focused on Parenting and strengthening the family unit
- Assist clients with creating regular goals focused on parenting, developmental progression and wellness
- Carry out Book Start Fund, ensuring eligible families are participating

- Plan and implement Youth Services activities, both internally and with outside groups
- Host VH birthday bash
- Share on-call duties
- Share Vinnie's store responsibilities
- Provide referrals for family restoration and intervention programs, health care providers and educational services as appropriate
- Attend all agency meetings
- Work as a team with other program staff and take on administrative projects as needed
- Work collaboratively with Program Director to determine appropriate Academy topics based on resident needs
- Track and document attendance, award and deduct points as required
- Communicate attendance concerns to the Case Manager and Program Director
- Create and maintain a file for each family
- Complete case notes in Client Track for all individual meetings
- Complete monthly Matrices
- Complete monthly report

This description is not intended to be a limited list of assignments and allows for additions and changes as deemed necessary to provide quality care for the clients of Vincent Village. I have read the job description for this position and confirm that I have the competency to successfully fulfill the position requirements.

Employee Signature _____ Date _____

Director's Signature _____ Date _____

Vincent Village, the USDA, and the State of Indiana are equal opportunity providers and employers.

