

**JOB TITLE:** Reengagement Case Manager

**REPORTS TO:** Building or Program Administrator

### **GENERAL SUMMARY**

The Reengagement Case Manager will provide accessible, consistent support to students as well as academic advising, career guidance information, employment assistance or referrals, and referrals to social and health services. The responsibilities of this position are to provide the case management critical in helping reengagement students be successful academically, transition from reengagement programming to employment and/or additional post-secondary education, as well as address any challenges which may have contributed to their current status.

### **ESSENTIAL FUNCTIONS**

1. Help students determine if re-engagement programming is the best option for them and, if so, complete the steps necessary for enrollment.
2. Provide individual new student intakes, assessment and orientation.
3. Provide assistance to help students break down barriers to educational and employment success, build up assets and become more socially and economically self-sufficient.
4. Create and maintain individual service plans which include educational, career and life skills goals, activities and timelines for meeting goals.
5. Provide and/or refer students to support services that are based on individual student's needs to break down barriers to education and employment success.
6. Provide individual case management for at-risk youth that is student-centered and focused largely on positive relationships building, leading to a stronger, more sustainable support network.
7. Maintain documentation of individual meeting with students and detailed case notes regarding student progress.
8. Provide consistent support over time to help students succeed in GEDPlus educational employment activities.
9. Meet with students regularly, foster growth and motivation, help youth set reasonable goals, check progress regularly, adjust goals when needed, plan for their future and celebrate successes.
10. Provide creativity and flexibility in problem-solving and guidance of students and parents while they are transitioning to subsequent employment or post-secondary activities.
11. Provide encouragement and reinforcement of positive student behavior.
12. Communicate with principal, assistant principal, teachers, counselors and/or office staff concerning individual student progress towards goals and needs.
13. Maintain strict confidentiality in group or individual activities except where mandated reporting laws apply.
14. Submit accurate forms/reports for program and administrative requirements as necessary.
15. Serve as a member of the instructional team of the District; perform related duties consistent with the scope and intent of the position.
16. Attend training appropriate to position.
17. Serve on the Granite Falls Community Coalition.

### **MENTAL DEMANDS**

Requires substantial planning, development and creativity; requires organization and time management; requires concentration, exposed to frequent interruptions; requires adaptability and flexibility to different student learning and behavior styles and abilities; requires effective decision-making and problem-solving; requires ability to work independently; requires cooperation and ability to work as a team-member; requires self-discipline in behavior and attitude; requires accurate record-keeping; may require dealing with distraught, angry or hostile individuals.

### **PHYSICAL DEMANDS**

Exposed to infectious diseases carried by students; exposed to student noise levels; may require prolonged standing or sitting; may require restraining out-of-control students; requires good visual and hearing ability;

requires work outdoors in any kind of weather; may be asked attend evening meetings or activities; may represent the district on potentially sensitive or controversial matters.

**SPECIAL REQUIREMENTS**

A bachelor's degree in social work, counseling, education or a related field;

OR at least two years of experience providing case management, counseling or other direct services to at-risk individuals sixteen to twenty one year-old youth.

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license, CPR & first aid cards

**CONDITIONS**

The list of essential functions is not exhaustive and maybe supplemented as necessary.