



## JOB POSTING

**Position:** Truancy Case Manager

**Department:** Case Management

**Reports To:** Truancy Supervisor

**Status:** Full-time, 40 hrs/wk; Non Exempt

**Posted:** August 1, 2017

**Closing:**

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### SUMMARY:

Under the supervision of the Truancy Supervisor, the case manager will provide support and case management services to families and individuals, while maintaining a caseload of 25 cases. Duties include outreach to expand awareness of agency programs; home visits as well as office, phone and written communication with clients; school visits to meet with staff, students and retrieve school documents; make appropriate referrals for clients; accompany clients, when necessary, to appointments; represent families at Regional Truancy Court and Family Court; coordinate with other agencies to assist clients; maintain case files including data entry, case notes.

### Qualifications / Knowledge, Skills & Experience - Essential:

- Bachelor's Degree in Social Work or Human Services field (required)
- Experience providing community-based social supports
- Working understanding of child and family development
- Working understanding of community and resource development
- Ability to work collaboratively in a multi-disciplined environment
- Excellent written and verbal communications skills
- Creative, outgoing team player with the ability to adapt quickly to changing needs and priorities
- Strong time management skills
- Ability to work with a diverse population
- Must be detailed oriented and highly organized
- Proficiency in MS Office Applications (Word, Outlook)
- Working knowledge of database applications
- Bi-Lingual a plus

**Interested applicants should send cover letter and resume:**

[jobs@ucsep.org](mailto:jobs@ucsep.org)

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