

*Job posted on 2013-10-11 by joanna.distefano; posting expires on 2013-11-11*

**Employer:** KISRA Pathways to Responsible Fatherhood

**Position:** Case Manager

**Job Description:** Full Time, 38 hours

Job Title: Case Manager

Program: Pathways to Responsible Fatherhood

Facility Address: Cabell County

Reports To: Program Manager

Annual Salary: \$30,000

Benefits: Full Benefits for full-time positions

Hours: 37.5, Full-Time

Status: Exempt

**Essential Functions and Responsibilities:**

- Conducts initial interviews with each participant using a detailed intake packet.
- Arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet the specific participant's needs.
- Develops case management plans based on participants' goals and barriers.
- Administers the Level of Service/Case - Management Inventory (LS/CMI) assessment to determine the risks and needs of enrollees with criminal backgrounds.
- Assesses the needs of the participant and his/her family, when appropriate.
- Conducts domestic violence screenings and makes referrals as needed.
- Works with program participants both in advance of employment and post-placement through provision of wraparound

# Off-Campus Employment

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support services and discussing strategies for employment retention and for professional advancement and higher wages.

- Maintains frequent contact with participants.
- Records and maintains all files and documentation on participants.
- Gathers performance measures data and conveys them to Data Manager.

\*\*\* This is a grant funded position through 09-29-12 and it may be renewed through 09-29-14\*\*\*

**Qualifications:** Job Requirements:

A bachelor's degree in a related field is required. At least 3 years of work experience as a case manager is also required.

**Perferred Major(s):** Psychology/Sociology;

**Application Instructions:** Applicants may apply by submitting a resume and cover letter to:

KISRA Empowerment Center

c/o Human Resources Department

131 Perkins Avenue, Dunbar, WV 25064

kisrahr@kisra.org

Phone: (304) 768-8924 x208

Fax: (304) 768-2194

**Link:** [www.kisra.org](http://www.kisra.org)