

Alternatives For Girls Job Description

Job Title: Family Services Case Planner – Full-time
Department: Community-based Prevention Department
FLSA Status: Exempt

Reports to: Director of Prevention Services
Date: 09-01-2010

DESCRIPTION: Under the direction of the Director of Prevention Services, the Family Services Case Planner will meet individually with participants to complete intake, assessment, goal setting and case management. In addition, the case planner will be responsible for planning and facilitating family groups and workshops.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Client-Centered Activities

1. Provide individual & family case planning
2. Provide needed resource information, referrals, advocacy, and/or other assistance as is appropriate, such as concrete assistance, problem-solving, transportation, etc.
3. Meet crisis intervention needs of participants.
4. Maintain on-going contact with clients, making home visits, insuring involvement in support groups as planned, participate in quarterly reviews of progress in the program.
5. Participant in case conferences to moderator and insure participant progress
6. Plan and facilitate weekly family workshops.

Administrative Activities

1. Completes all required data entry for intake, termination, individual, group and follow-up.
2. Assist in development of policies, procedures and evaluation for the prevention department.
3. Train and supervise volunteers.
4. Assist in management of program budget.
5. Grant report writing.

Documentation

1. Maintain client records to indicate participant progress toward outcome goals.
2. Insure documentation and data entry for all participants.
3. Assist with maintaining client files.
4. Compile statistics and complete narratives that contribute to monthly, annual and other reports.

Intra-relations

1. Participate actively as a member of the Case Management and Counseling team and assist in facilitating effective working relationships with staff in other agency components.
2. Participate in community activities and assist in the distribution of community education/public relation's materials.
3. Help develop and nurture strong relationships with other agencies through visits, phone calls, and referrals in order to insure client access to needed services.
4. Participate in at least one community coalition.
5. Represent AFG in a professional and positive manner at all times.

Inter-Agency Relations:

1. Help develop and nurture strong relationships with other agencies through visits, phone contacts, letters of agreement and referrals in order to insure client access to needed services.
2. Represent AFG in a professional and positive manner at all times.

Professional Growth and Development

1. Pursue professional development and lifelong learning.

Other Duties as Assigned

EDUCATION and/or EXPERIENCE

1. Bachelor's degree in Social Work, Criminal Justice, Sociology, Psychology or Guidance and Counseling **and at least two years experience in areas listed below:**
2. Experience working with, and knowledge of adolescents who are homeless, runaway, involved in gang activity, violent behavior, drug use or selling, domestic violence, school truancy, sexual activity and other high risk behaviors or who have been victims of sexual assault.
3. Experience with and knowledge of adolescent development, individual counseling, case management and family work.
4. Experience working with culturally diverse populations.
5. Excellent skills in client intervention, assessment and documentation.
6. Familiarity with Detroit community and community resources.

General Qualifications

1. Flexibility, reliability, stability and consistency in job performance.
2. Ability to handle crisis, maintain confidentiality, and tolerate stress professionally.
3. Excellent communication and networking skills.
4. Willingness to maintain a flexible work schedule.
5. Experience with data entry and MS-Word helpful.
6. Meet all licensing requirements: TB test, FIA clearance, etc.
7. Valid Michigan driver's license, **excellent driving record** and access to personal vehicle.

PHYSICAL DEMANDS/WORK ENVIRONMENT

1. Regular local driving required as part of program services.
2. Moderate lifting of program supplies and donations required on a weekly basis.

Salary range: \$26,000 - \$29,300 depending on experience

Send Resume to: HR Manager
Alternatives for Girls
903 W. Grand Blvd.
Detroit, MI 48216 FAX #: 313-361-8938
sbelchunas@alternativesforgirls.org

*Women and Minorities Encouraged to apply.
Alternatives For Girls is an equal opportunity employer
AFG enjoys a smoke-free environment.*

This position is posted internally for five days after which time external applicants are accepted.