



JOB DESCRIPTION

JOB TITLE: **Family Case Manager and Resource Specialist**

Position Type: Certified	Department: School
Salary Schedule: Other Professional Staff	Location: School
Reports to: Principal	
Term of Employment: 9-10 months	Shift: Day
Approved By: Human Resources	Date: April 9, 2019

POSITION SUMMARY:

Case Managers strive for early identification of students who are at risk of failing academically due to, but not limited to medical, behavioral, and/or environmental concerns that interfere with their ability to participate regularly and fully in school activities. A proactive approach will be utilized for the at risk population by early identification of risk factors followed by support to promote academic success. Resource Specialist will provide appropriate referrals to students and their families for medical, dental, behavioral health, social agencies, Department of Child Services (DCS), Supplemental Nutrition Assistance Program (SNAP), Women, Infant, and Children (WIC) services, Arizona Sliding Fee Scale Clinics, housing, and psychosocial deficiencies. Outcomes will be evaluated with additional referrals if necessary. A variety of student and family educational opportunities will be provided on an individual basis or in a classroom setting.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- An understanding of factors associated with medical, social and behavioral issues linked to poverty and poor academic success (Title 1 students).

- Provides comprehensive case management for students requiring medical, behavioral health, and socio-economical, and emotional deficiencies as identified.
- Case manager will assess, monitor, provide referral(s), coordinate services, and evaluate outcomes.
- Demonstrates knowledge of the school nurse, school counselor and clinical counselor's role within DVUSD.
- Demonstrates knowledge of Multi- Tiered Systems of Support (MTSS) and Response to Intervention (RTI) programs.
- Demonstrates knowledge and understanding of Arizona Health Care programs and agencies.
- Demonstrates ability to network with such agencies and advocate for such programs to serve the school's population.
- Consults as a resource for school teams (MTSS Team, IEP Team, Threat assessment team, and Crisis intervention).
- Consults as a resource for external agencies and teams (DCS, campus based behavioral health team, outside behavioral health teams, facility based school re- entry teams).
- Advocates for student and their family's by means of assessment, advocating for services, and monitoring of current and potential outcomes.
- Student and family advocate of outside agencies.
- Family resource specialist who will identify students and their family's needs and provide trainings and resources geared to those needs.
- Collaborates and supports school nurse with essential nursing practices and functions.
- Collaborates with administration to support campus needs.
- Collaborates with family resource clerk to establish parenting educational programs that help promote their child(s) academic success.
- Must meet any additional specific job requirements as indicated by the school.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates any assigned aides.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.
- May supervise LPNs or other auxiliary medical personnel on their campus.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have current license as a Registered Nurse in the State of Arizona.
- Must maintain Professional CPR certification.

EDUCATION AND/OR EXPERIENCE:

- Must have 5-10 years of nursing and community experience in various Pediatric settings.
- Must have 5 years of experience in school nursing.
- Experience in behavioral health.
- Must have 5-10 years of experience working professionally with Title 1 students.
- Experience in Arizona Healthcare and Behavioral Health care systems.
- Experience in Referral Process to Arizona Social agencies.
- Experience in case management.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.