



Job Title:	Case Manager	Job Category:	Education Support Services
Location:	HUNE	Travel Required:	Yes
Level/Salary Range:	Up to \$16/hr.	Position Type:	PT Employee 25 hrs/wk
External posting URL:	contactus@huneinc.org		
Fax or E-mail: (215) 425-6204 or contactus@huneinc.org Subject Line: HUNE Educational Support Position Attention: Human Resource/Development RE: Case Manager		Mail: HUNE Human Resources Department 2215 N. American Street Philadelphia, PA. 19133	

JOB DESCRIPTION

Role and Responsibilities

The Case Manager (CM) assists families of children with special educational needs to access services that ensure the child’s educational progress and academic success. The CM is a member of an interdisciplinary team and is responsible for interviewing families and for linking parents and children to appropriate community-based medical, mental health, and social organizations. The CM maintains an ongoing relationship with families, with linguistic appropriateness and cultural sensitivity, until services related to the child’s individualized educational goals have been successfully accessed and utilized.

- Interviews families and provides socio-educational assessment of the child’s needs to ensure appropriate and effective access to supplemental, community-based services;
- Develops an individualized service plan with family to access services necessary to assist in and to maintain academic development;
- Assists family/child in accessing and maintaining services necessary to address child’s educational needs;
- Maintains a thorough knowledge of community-based resources intended to assist families of children with special learning needs;
- Maintains a current knowledge of Individualized Family Service Plan (IFSP) and Individualized Education Plan (IEP) regulations and monitors compliance to regulations and plans;
- Participates in IFSP/IEP meetings, at child’s school, as part of the team;
- Attends meetings at community-based service providers, with family, to ensure continuity and quality of services accessed;
- Conducts regular database audits for compliance to established case management protocols and provides alerts to other team members regarding quality issues affecting service access;
- Documents all patient interviews and contacts using DAP notes, in-person and collateral, in HUNE’s database, as per HUNE protocol;
- Conducts outreach activities;
- Ensures that documentation is submitted in accordance with HUNE standards, and meets all designated requirements;
- Consults and collaborates with parents, team members, school faculty, and other referral agencies;
- Fosters positive self-concept, personality, character, emotional, social, physical and intellectual development of each child, as well as independence;
- Maintains positive rapport and effective communication with parents, on a regular basis, as designated by HUNE policy, through parent newsletters, communication logs and progress reports;
- Participates in regular staff meetings and annual parent conferences;
- Serves on committees designated by HUNE;



- Keeps informed of current memoranda by checking individual mailbox, posted memos/newsletters and staff/child information board;
- Maintains current best practice standards in case management, early childhood/early intervention through participation in conferences, workshops, reading related journals and literature;
- Maintains confidentiality at all times;
- Adheres to work schedule as directed;
- Represents HUNE in professional dress, manner and appearance;
- Exhibits an ability to handle conflict in a calm, appropriate, and professional manner;
- Performs other related duties as assigned by supervisor.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

B.A./B.S. in Human Services, Social Work, or Behavioral Health discipline;

Two (2) years of case management or social work experience, working with families of children with special educational needs;

OR

High school diploma with minimum of four years' case management or social work experience with progressive responsibilities and demonstrated effective documentation skills.

AND

Knowledge of community-based services available to families of and children with special educational needs;

Working knowledge of IEP/IFSP processes and compliance preferred;

Working knowledge of web-based data entry applications;

Working ability in Microsoft Applications: Outlook, Word, PowerPoint, Access, and Excel

Bilingual proficiency (Spanish/English), both written and spoken, preferred

Person with disabilities and/or family member of a person with disability encouraged to apply
