



Maplewood Richmond Heights School District

Dr. Karen I. Hall– Superintendent

Roxanna Mechem – Assistant Superintendent

7539 Manchester Road

Maplewood, MO 63143

(314)644-4400 Fax: (314)781-3160

2019-2020 Employment Opportunity Position: Joe's Place Case Manager

Supervisor: Maplewood Richmond Heights School District's Director of Student Services

Primary Responsibilities: The Joe's Place Case Manager will provide case management services such as coordinating and tracking current services provided to JP residents and JP alumni. The JP Case Manager will report directly to Director of Student Services for Maplewood Richmond Heights School District.

Essential Duties:

- Provide assistance for Joe's Place graduates as needed. This may include actively outreaching alumni, assessing individual needs, researching appropriate supports in a variety of geographical regions, reporting to the board or program committee about any financial needs or other tangible forms of support, and tracking individual progress.
- Work with current Joe's Place students to develop post-graduation plans. This may include assessing current and future needs based upon individual goals, researching community resources both within and outside of the region, and providing necessary supports as needed like assistance with paperwork / applications, coordinating campus visits, and connections with life skill development opportunities and reporting to the board or program committee about any financial needs or other tangible forms of support.
- Develop and maintain tracking mechanism for current and past Joe's Place residents. This may include demographic and needs assessment information. Track trends and report data to the board or program committee.
- Collaborate closely with Joe's Place house parents, key Maplewood Richmond Heights School District educators and personnel, and community members.
- Regularly prepare reports for and attend Joe's Place Board and Program Committee meetings.

Summary of Additional Responsibilities:

- Collaborate with interdisciplinary team to:
 - Identify the best approach to providing services to JP residents.
 - Integrate and continuously support a Trauma Informed culture at JP, advocating with and on behalf of individuals, according to their needs and wishes.
- Role model positive behaviors and coping skills for JP residents, demonstrating strength-based approach in all interactions.
- Utilize best practices, including Trauma Informed Care and Positive Youth Development framework.
- Record and maintain records, required paperwork, and documentation according to agency policy & procedures.
- Lead, plan, and facilitate various team and individual meetings to share information regarding JP residents and services.
- Coordinate with and support the JP House Parents in meeting the needs of JP residents.
- Act in accordance with all organizational and legal protocol, policies, and procedures.
- Perform other duties as assigned.

Education/Training/Experience:

- Bachelor's degree in social work, psychology, counseling or related field required. Two (2) years applicable experience preferred.
- The ability to work cooperatively with others to achieve shared goals, showing diplomacy and flexibility when there are conflicting opinions; supporting other people's performance to achieve the best possible results.
- The ability to maintain good working relationships with the JP House Parents, supervisors, MRH staff and administration, representatives of other agencies, and JP Board Members.
- The ability to respond to, anticipate, and positively manage change.
- The ability to design, plan, organize, and implement tasks within an allotted timeframe.
- Results driven achiever with planning and organizational skills, along with a high degree of detail orientation.
- Respects privacy/confidentiality of clients; can build a relationship of trust
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- The ability to follow policies, regulations, and laws pertaining to the delivery of human services.
- Fundamental knowledge in mental health, trauma, substance abuse, homelessness, etc.

Working Conditions and Physical Requirements:

- The position is expected to attend all Program Committee meetings and report to board meetings.
- Some weekend or evening work may be required to execute job responsibilities.
- Must have reliable, personal transportation with valid driver's license.

Terms of Employment: Part-Time/Average 15 hours per week **Compensation:** \$15-\$20/hour

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://mrhsd.tedk12.com/hire/index.aspx>

“Equal Opportunity Employer”

Maplewood Richmond Heights School District considers applicants for all positions without regard to race, color, sex, age, national origin, ancestry, pregnancy, veterans' status, handicap or disability (with or without reasonable accommodation if requested) which does not interfere with the performance of essential job functions, or any other legally protected status. If you have a disability or handicap which may require accommodation for you to participate in our application process (including filling out forms, interviewing, or any other pre-employment procedure or requirement), please make us aware of any accommodation necessary before attempting to complete such procedure or requirement.

Posted: September 30, 2019

**MRH School District reserves the right to close any Job Posting when a suitable applicant has been found before the deadline date.