

## SCHOOL DISTRICT OF BAKER COUNTY

### JOB DESCRIPTION

#### CASE MANAGER

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited college or university in social work or related human services field.
- (2) Valid Florida driver's license.
- (3) Minimum of one (1) year of experience coordinating services to students and families from multiple community agencies.
- (4) Computer proficiency
- (5) Extensive driving required
- (6) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work well with a wide variety of people, both individually and in group settings. Ability to communicate concepts and ideas effectively, both orally and in writing. Experience and history of success working with families and children. Ability to identify, collect, analyze, and interpret data. Ability to coordinate work with multiple community agencies and school districts. Knowledge of the geographic and economic areas served by the county.

#### REPORTS TO:

Director of Student Services and Exceptional Student Education

#### JOB GOAL

To coordinate the timely and efficient provision of community-based and school-based services and supports for students who have been identified by the District's Threat Assessment Team or by school-based personnel familiar with the student and their families.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Participate on the District's Threat Assessment Team.
- \* (2) Participate on other Child Study Teams where high-risk students are typically reviewed and staffed (e.g., Truancy teams, MTSS teams focusing on behavior, DJJ articulation meetings, etc.)
- \* (3) Participate with SEDNET on governing boards coordinating services for children who have or are at risk for emotional or behavioral disabilities.

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## **Case Manager (Continued)**

- \* (4) For students who are referred to the Case Manager, in collaboration with the student, his or her family, his or her primary care provider, and any other agency working with the family (DCF worker, Community Based Care Agency, Parole Officer, etc.) identify gaps in services, identify barriers to receiving needed services, remove barriers, and facilitate the efficient and timely provision of all needed services.
- \* (5) Facilitate the maximization of the Mental Health Assistance Allocation by ensuring all students have health insurance coverage, including assisting parents with enrolling their children in Florida Medicaid or a subsidized health insurance policy.
- \* (6) For students who are referred to the Case Manager and at the request of the Threat Assessment Team, obtain criminal history record information regarding the referred student.
- \* (7) Maintain records sent by the court notifying the district when a student has been found to have committed a delinquent act, or has had adjudication withheld for a behavior that would have been a felony had it been committed by an adult, or when a student has been referred by the court for mental health services.
- \* (8) For all students and families who received support through the Case Manager, regularly and closely monitor those services to ensure there are no interruptions or changes in care and, if so, to minimize the time that the student or family is without care.
- \* (9) Develop and maintain records of contact and services provided for all referred students and families. Provide regular reports to the School Safety Specialist and Threat Assessment Team. Facilitate the development of an annual report to the Florida Department of Education on the expenditures of the mental health allocation and the services that were provided to students.
- \* (10) Assist the School Safety Specialist with the development of the district's plan for using its Mental Health Allocation. Facilitate the submission of the plan, once approved by the district's School Board, to the Commissioner of Education.

## **Inter/Intra-Agency Communication and Delivery**

- \* (11) Represent school district in relevant meetings and conferences.
- \* (12) Communicate and collaborate among schools, districts, communities and state agencies, colleges/universities and the Federal Children's Medical Services representatives to provide maximum services related to health and safety programs.
- \* (13) Cooperate with agencies to implement effective program activities.
- \* (14) Maintain a close working relationship with District and community personnel relative to the assigned area to ensure information exchange, coordination and support for the decision-making process and to gather feedback concerning service to foster continuous quality improvement.
- \* (15) Assist the School Safety Specialist with obtaining professional development for staff in the area of youth mental health awareness and assistance and district processes for serving students in need.

## **Professional Growth and Improvement**

- \* (16) Keep well informed of current trends and best practices in program area(s).
- \* (17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (18) Set high standards and expectations for self and others.
- \* (19) Maintain a network of peer contacts through professional organizations.

## **Systemic Functions**

- \* (20) Complete all required reports and maintain appropriate records.
- \* (21) Adequately plan all program and organizational functions within reasonable timeframes.
- \* (22) Promote a culture of service by exhibiting proactive interaction assistance and support to district staff.

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## Case Manager (Continued)

### Leadership and Strategic Orientation

- \* (23) Provide leadership, direction and coordination of initiatives which support the vision and mission of the Baker County School District and the enhancement of student learning.
- \* (24) Assist in the compliance with all local, state, and Federal policies, laws, rules, and regulations related to assigned areas.
- \* (25) Anticipate potential problems and develop processes or procedures to prevent or address them.
- \* (26) Exercise proactive leadership through dedicated planning.
- \* (27) Provide oversight and direction for cooperative planning with other agencies.
- \* (28) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishments.
- \* (29) Perform other tasks consistent with the goals and objectives of this position.

### Worksite Service Standards

- \* (30) Exhibit a positive and flexible attitude.
- \* (31) Foster and Develop a professional image.
- \* (32) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \* (33) Exhibit compassion and humility.
- \* (34) Promote a passion for learning and growing.
- \* (35) Demonstrate initiative.
- \* (36) Exhibit the ability to multitask and problem solve.
- \* (37) Translate organizational purpose into observable behavior.

\*Essential Performance Responsibilities

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.