



990 Spring Garden St, Suite 601  
Philadelphia, PA 19123

## CASE MANAGER PREGNANT & PARENTING TEENS

### Organization Summary

EducationWorks engages children and young people by providing high quality educational programs that make the school day whole and reengage disconnected young adults to education and career readiness. Recognizing that each child has unique needs, our staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to out-of-school time and AmeriCorps service, youth from six years to adulthood are positively impacted by EducationWorks programming. **EducationWorks creates Opportunities for Learning and Skills for Life.**

### Position Summary

The Case Manager, is responsible for coordinating and ensuring delivery of supports and resources for pregnant and parenting teens. Focusing on these core components, case managers play a critical role, assessing youth as individuals so that their unique needs may be met most effectively. The Case Manager provides referrals and supports access to services and resources in the community and works with to ensure that each young parent has a fully developed life plan that helps them transition to independent living. The Case Manager reports to the Program Manager.

### Duties and Responsibilities

#### Intake & Retention:

- Conduct presentations and outreach activities to identify and recruit teen parents to participate in pregnant and parenting teen programming.
- Maintain strong relationship and communication with assigned school sites
- Completes an initial needs assessment and acts upon critical needs appropriately and immediately
- Develop a goal plan with each teen for frequent and periodic monitoring and assessment
- Utilize internal and external data to assess performance and provide platform for learning and improvements to ensure we are a best in class program
- Participate in the formulation of program goals and objectives and administer the program to meet such goals
- Maintain participation requirements for all participants to assure that programmatic/service objectives are attained and that performance goals are met

#### Case Management:



P: 215.221.6900 F: 215.221.6901

[EducationWorks.org](http://EducationWorks.org)

- Maintain accurate and up-to-date client records and documentation in accordance with agency and funder guidelines
- Conduct school and/or home visits weekly, bi-weekly, monthly and/or as assigned by supervisor
- Provide and assist clients with health options, referrals and information about health choices providing advocacy as needed.
- Comply with all clients and program confidentiality regulations mandated by federal, state, city, and agency regulations.
- Engage other family members in the intervention plan of clients' services and during the health/parent education sessions when appropriate.
- Implement comprehensive approach to client services by connecting families to multiple services within and outside of EducationWorks as needed to increase family supports.
- Assist clients with crisis intervention services
- Other duties as assigned

#### Workshops & Training:

- Provide health, parenting, and prevention education to program participants in their own homes, in the community, and at assigned school sites.
- Network with area organizations, hospitals, daycare centers, clinics, etc. to identify and connect clients with appropriate community resources.
- Assist in the coordination and facilitation of Parenting Classes and other related activities as needed.
- Regularly attend and actively participate in staff meetings, training sessions, forums etc. and attend bi-weekly supervisory meetings

### Qualifications

#### Education and Experience

- Minimum of 2 years' case management experience in a school or non-profit organization
- Bachelor's degree in social work, public health or a related field
- Experience providing services in a community, school and/or home setting
- Knowledge of maternal child health or other community health issues
- Bilingual candidates are strongly encouraged to apply.

### Physical Requirements

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Traveling to schools – valid driver's license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Must be able to sit for up to four (4) hours looking at a computer monitor, using a keyboard and mouse and typing
- Must be able to lift up to 20 lbs

### Application Instructions

Email resume and cover letter to [applications@educationworks.org](mailto:applications@educationworks.org)

