



Job Title: P.A.V.E. the Way Case Manager
Classification: Full time
Exempt Status: Nonexempt
Reports to: Youth Services Manager
Department: Youth Services
Direct Reports: None

Community Action Agency of Greater Kansas City is a nonprofit organization providing programs and services to low-income residents of Jackson, Platte and Clay counties, Missouri.

Program Description: Projects Assets Value Education, P.A.V.E. the Way is an intensive after school and summer program offered in area high schools. The program gives students' tools, support and resources needed to graduate and pursue post-secondary education, career exploration, and leadership development. Students are given the opportunity to volunteer, gain leadership training, receive a stipend, attend field trips and obtain college scholarships.

Minimum Requirements:

1. Bachelor's Degree in Social Work, Human Services, or a related field
2. Two (2) years of experience in related function of providing human services to a comparable clientele is required
3. Public speaking experience
4. Ability to read, comprehend, and follow training manual guidelines and procedures
5. Excellent listening and assessment skills
6. Experience with email, facsimile machine, scanner and copier
7. Proficient in alpha-numeric filing, Microsoft Office products: word, excel, and outlook and ability to learn State agency database
8. Reliable transportation, valid driver license and maintain active car insurance

Essential functions:

1. Provide holistic and comprehensive case management services to all families including intake, assessment, goal setting, case plan development, monitoring, financial management advocacy and referrals.
2. Inform participants of other CAAGKC programs and services they may qualify for
3. Ability to develop and present curriculum to students in a classroom setting and online
4. Work well with school staff, students, community and peers by providing excellent customer service
5. Assist with recruitment of program participants
6. Maintain safe environment for participants
7. Document eligibility and input accurate data into State agency database
8. Inform clients of program guidelines, rights and responsibilities
9. Maintain knowledge of programs and eligibility criteria
10. Gather pertinent and accurate information from participants and household members to meet their service needs
11. Develop case plan for participants including goals, strengths, priorities and plan of action
12. Verify and maintain accurate records and notes



Job Title: P.A.V.E. the Way Case Manager
Classification: Full time
Reports to: Youth Services Manager
Direct Reports: None
Exempt Status: Nonexempt
Department: Youth Services

13. Work independently or team setting and adhere to deadlines
14. Adjust to frequent change in duties and procedures
15. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
16. Any other duties as assigned

Physical Demands:

Sitting	80%	Standing	10%
Bending	5%	Lifting	5% ability to lift at least 25 lbs. or less