

Organization: **Youth & Family Services (YFS)**

Department: **Stronger Family Program**

Position: **Family Support Coach (Case Manager)**

Status: **Full-Time**

Reports to: **Stronger Family Program Manager**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Bachelor's degree in social sciences, education, or related field and two years of experience. Transport adults and children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Effective networking with community resources, computer/word-processing skills, good interpersonal skills. Current vehicle liability insurance and a valid driver's license required. Ability to work with people of all backgrounds. Punctuality, dependability and flexibility.

Essential Functions:

- Provide intensive support services to adults currently in or who have completed the primary workshop and their families.
- Communicate with Educators and Intake & Support Specialist on participant needs to increase successful program completion through appropriate and allowable supports.
- Conduct case management intake for participants who choose to enroll in ongoing support services upon completion of the primary workshop.
- Provide families with strategies to improve current level of functioning and decrease negative behavior as well as one-on-one mentoring.
- Assist participants to integrate the relationship skills learned in the primary workshop and support their increasing stability, employability, and skill enhancement through direct support and referrals.
- Maintain a working knowledge of the needs of the client, and the ability to be responsive to those needs, including mentoring and role modeling for family functioning.
- Develop and maintain a detailed knowledge of and good working relationships with partnering community agencies serving Family Support Coaching clients.
- Refer clients to individual and group services as needed to meet the case plan objectives.
- Work with Data Manager and Evaluator to develop a system for monitoring and tracking client progress toward their personal case plan goals.
- Submit required reports and success stories to supervisor.
- Preserve confidentiality of referral information and requests for assistance.
- Implement all programming with fidelity and in compliance with regulatory and funding requirements.
- Enter participation, service contacts, referrals, incentives, and program supports in nFORM.
- Coordinate and participate in special events to promote SFP and other YFS services to community members, as approved by SFP Program Manager.

Additional Functions: Assess the individual needs of each participant. Attend meetings of community agencies that act as resources for families in need. Attend YFS staff meetings and trainings as requested by supervisor. Promote and support all YFS programs and services. Provide training to staff as requested by supervisor. Perform all other tasks as directed by supervisor. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS.

Environmental Functions: 1) Must work flexible hours, including nights and weekends. Ability to lift up to 50 lbs.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!