Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Case Manager Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Social Services Director</td>
</tr>
<tr>
<td>Location:</td>
<td>ACLAMO Family Centers</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Current Student</td>
</tr>
</tbody>
</table>

The **Case Manager Assistant** will work under the guidance of the Director of Social Services. She/he is responsible for providing comprehensive assessment, planning, implementation and overall evaluation of individual client needs. The ideal candidate will be conscientious and aware of the needs of the specific population that ACLAMO serves. An ideal candidate will be highly organized, a strong and proactive communicator and a leader with previous experience in education. The position includes the following **essential functions**:

**ROLE AND RESPONSIBILITIES**

- Completes an initial needs assessment and acts upon critical needs appropriately and immediately
- Develops a comprehensive client-driven case plan with both short-term and long-term goals identified
- Completes a timeline and measures for each goal
- Monitors progress towards goals in regularly scheduled sessions
- Evaluates and adjusts case plans as needed
- Empowers clients to become involved in their own planning and goal setting
- Refers clients to appropriate resources to assist with meeting goals and advocate for special services as needed.
- Provide case management services and case management support for adults, seniors, students and families
- Encourage parents to utilize bilingual adult education and wrap-around social services
- Guide families to health services and preventive health resources
- Link at-risk children and families to resources for health and education services
- Provide parenting classes and/or coordinated other life skills trainings for families and/or children.
- Collect data to evaluate social services programs’ impact
- Attend all ACLAMO staff meetings, field trips and trainings
- Other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Part Time Student of Social Work, Political Science or any other related field.
- Fluent in Spanish and English

ACLAMO builds a stronger community one child and one family at a time

512 West Marshall Street | Norristown, PA 19401 | (P) 610-277-2570 | (F) 610-277-6434
515 Walnut Street | Pottstown, PA 19464 | (P) 610-970-2134 | (F) 610-970-2135
www.aclamo.org
PREFERRED SKILLS

- Proficient in Microsoft Word, Outlook, Excel, and PowerPoint.
- Work with a variety of data management using standardized methods and job-related equipment including ability to enter and track client’s data.
- Comfortable working both independently and as part of a team.
- Excellent written and verbal communication and interpersonal skills.
- Must be detail oriented and possess strong organizational skills.
- Work at establishing a base of trust with each resident or community member.
- Continue to learn about mental illness, addictions, and dually diagnosed residents.
- Accept residents and community members “where they are at” while working to assist them.
- Be a passionate supporter of ACLAMO’s mission, vision and programs.
- Observe confidentiality, privacy, and dignity of each person in the program.

Special Notes:

- This position will required some nights and/or weekends as needed.
- This position requires visual and auditory acuity and the physical ability to climb stairs, stand for long periods of time, walk distances, and lift or carry up to 20 pounds.
- Must obtain the following three clearances:
  Pennsylvania Child Abuse History Clearance;
  Pennsylvania State Police Criminal Record Check;
  Federal Bureau of Investigation Criminal Background Check.

Approved By: Nelly Jiménez-Arévalo
Executive Director & CEO

Date: August 29, 2018