



**POSITION FOCUS SHEET:** Part-Time Case Manager for Chosen Alaska

**DETAILS:** 10-20 hours/week, \$20/Hourly

**1. PURPOSE OF POSITION:** Oversee systems related to case management for Chosen clients.

**3. REPORTS TO:** Love Alaska Staff Director

**4. RELATES CLOSELY WITH:** Priceless Case Management Team, LVAK and Priceless Executive Directors, Volunteers, Clients, Mentors, Mentor Support Staff, and Network Partners

**5. PRIMARY RESPONSIBILITIES:**

- Assess eligibility and intake of clients
- Create and support case management plan with mentors and clients
- Manage and log all client paperwork and applications/keep client files current
- Follow all case management processes and procedures
- Support mentors in relationship with client
- Regular communication with client, mentors, and mentor support staff
- Engage law enforcement communication as it relates to referrals and intake
- Comply with all procedures and processes in mentor handbook
- Attend staff and team meetings and case management team meetings
- Participate in weekly huddle
- Maintain relationships with other social service organizations, community groups, and churches

**6. KNOWLEDGE SKILLS/GIFTS REQUIRED:**

- Excellent leadership skills
- Professional verbal and written communication skills
- Ability to work with a variety of people
- Case management training and skills (on the job training will be provided)
- Work with youth/minors and social welfare systems a plus

POSTED DATE: 06/07/2021