



Case Manager (Carnell Family Resource Center) – part time

Position to begin September 2020

DESCRIPTION:

Based in the Oxford Circle neighborhood of Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) is seeking a Case Manager for the Family Resource Center (FRC) at Carnell Elementary School. The mission of OCCDA is “to extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels.” Reporting to the Coordinator of the FRC, the Case Manager’s role is to provide case management and support services for the students and families of Carnell Elementary School (including families who participate in the Success Lab) and to assist in teaching Social Emotional Learning curriculum and leading small student groups. Students face many barriers to learning, some of which have nothing to do with their academic skills or cognitive abilities, but are impeding their learning and the learning of their classmates. The Family Resource Center exists to help students and families identify and remove these barriers to learning. 20 hours/week for a 10 month position (Mon.-Friday). Pay range: \$18-\$19.50 per hour.

RESPONSIBILITIES:

1. Intake of students and families
2. General case management with a caseload of families and/or students
3. Service contract development for each family
4. Forming and maintaining close communication with school staff and teachers.
5. Maintaining all appropriate case files and documentation
6. Ongoing evaluation with family including identifying resources for families
7. Running 2-3 lunchtime student groups
8. Teach SEL classes virtually and in person.
9. Facilitating parent workshops, as needed
10. Other responsibilities as deemed necessary by the Family Resource Center Coordinator

JOB QUALIFICATIONS:

- An understanding of and a commitment to the mission of Oxford Circle CCDA
- Bachelor’s degree in social work or related field. An equivalent combination of education and experience will be considered.
- Knowledge, experience and skills in working with families and children preferably in school based environments. Knowledge of community and Philadelphia school district resources and protocols is a plus.
- Strong written and verbal communication skills
- Knowledge and ability to use google docs and Microsoft office
- Strong interpersonal skills
- Flexible and creative
- Problem solving
- Bilingual preferred

HOW TO APPLY:

Email: Attn: FRC Program Coordinator frc@occcda.org
Oxford Circle Christian Community Development Association