



Evergreen
Youth & Family Services
Strengthening Youth. Preserving Families.

JOB DESCRIPTION

JOB TITLE: Independent Living Skills Case Manager

SUPERVISOR: Evergreen Program Director

TYPE: Full-time, Non-Exempt

SUMMARY: To help youth achieve specific skills and outcomes that will promote their self- sufficiency and independence as adults. Primary responsibility is to provide intensive individual independent living skills training to eligible adolescents and young adults ages 14 - 23 who are currently in or have formerly experienced out-of-home placements. Employees must be able to provide transportation using agency vehicles. This position uses visual and auditory skills approximately 95% of the time.

ILS/Employment Case Manager Duties:

1. Primary responsibility to coordinate the HTA & STAY grants, including grant reporting responsibilities, grant budgets, and to generate the outputs and outcomes required by DHS.
2. Coordinate and track referrals to the ILS program, including screening eligibility for program through grantors at DHS and coordinate intakes into the ILS program.
3. Maintain active caseload and provide individualized ILS case management for youth.
4. Assess individual youth (using the Casey Life Skills Assessments for Youth), assist youth to develop independent living plans, and help youth develop and achieve short- and long-term goals.
5. Conduct targeted outreach and work cooperatively with counties, tribes, schools, foster care agencies, and other community organizations to generate referrals for youth identified as priority populations by funders as needed.
6. Refer youth to appropriate community resources related to mental health needs, chemical use problems, housing employment, education, and other independent living needs.
7. Provide employment and education services to youth or refer youth to other education/workforce providers such as DEED and Youthbuild and assist with the Education and Training Voucher (ETV) application process.
8. Be an active and contributing member of the EYS site team and works collaboratively with other team members to ensure services are delivered as part of a holistic wraparound services model.
9. Participate in agency and program staff meetings, retreats and other agency related functions.
10. Participate in mandatory monthly grantor meetings, training and trauma consults for HTA and STAY.
11. Conduct outreach, advocacy and community education activities as needed and represent the agency on community committees and task forces as requested by EYS Program Director.
12. Maintain an up-to-date filing system to track, record, and journal client eligibility, goals progress, statistical information, and all other information necessary to make timely reports to funders including DHS.
13. Ensure compliance with federal and state laws related to mandated reporting for minors and vulnerable adults.
14. Ability to provide or arrange transportation necessary for youth to participate in individual and group program activities and meetings.

15. Other duties as assigned or apparent.

QUALIFICATIONS:

1. Prefer a person with a four-year degree in a human service-related field and/or a minimum of three years of direct services with youth or equivalent 5 years of experience in human services field.
2. Must have a commitment to support all the agency's programs and services and its mission.
3. Must exercise initiative, be organized, meet deadlines, and be dependable.
4. Must have at least one-year experience working with youth and families of diverse backgrounds, including Caucasian youth, Native American youth, and LGBTQIA+ youth.
5. Must be able to work flexible hours including occasional evenings and overnight travel.
6. Must be self-motivated, willing to use a teamwork approach, and operate from a trauma-informed approach to service delivery.
7. Must be able to work collaboratively with other agency programs, other local community service providers, schools, law enforcement, probation, tribal programs, and county, state, regional and national programs, and organizations.
8. Must have a strong understanding of professional boundaries with clients and exercise good judgment regarding boundaries.
9. Treat agency co-workers and youth and families with respect and courtesy.
10. Must be a positive role model to staff, youth, families, and the community.
11. Must maintain client, co-worker, and agency confidentiality and abide by HIPAA and the Data Privacy Act.
12. Must maintain the strictest confidentiality standards regarding employee and client information.
13. Must work cooperatively with county and tribal programs, school districts and other community service providers.
14. Must be free from alcohol and chemical dependency and must maintain this freedom for the full duration of your employment with the agency. If formerly chemically dependent, must have two years of freedom from alcohol and drug dependency preceding employment with the agency.
15. Must have reliable means of transportation and a valid driver's license. If you use your own vehicle for your work-related transportation, must have current vehicle insurance.
16. Must be insurable on Evergreen Youth & Family Services' auto policy.
17. Must successfully pass a drug and/or alcohol test.
18. Must successfully pass a Minnesota DHS Applicant Background Study, Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and a sexual contact background check.

COMPENSATION: \$17.18 - \$22.03 per hour DOQ, Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and flexible scheduling.

TO APPLY: Please visit www.evergreenyfs.org to download our employment application. To be considered for the position applicants must submit cover letter, resume, and application to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 or email hr@evergreenyfs.org.

DEADLINE: This position will open until filled.

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AN EQUAL OPPORTUNITY EMPLOYER/ADA