



JOB DESCRIPTION

JOB TITLE: Independent Living Skills Case Manager/YLC Coordinator

SUPERVISOR: EYS Program Director

TYPE: Full-time/Non-exempt

TRAVEL: This position will require approximately 15% of overnight travel

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 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 Assessment for Youth), assist youth to develop independent living plans, and help youth develop and achieve short- and long-term plan goals.
5. Conduct targeted outreach with countries, 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. Work cooperatively with county and tribal social services, probation, school districts, businesses and other community service providers.
9. Be an active and contributing member of the EYS site team and works collaboratively with other team members to ensure that (when applicable) services are delivered as part of a holistic wraparound services model.
10. Participate in agency and program staff meetings, retreats and other agency related functions.
11. Participate in mandatory monthly grantor meetings, training and trauma consults for HTA and STAY.
12. 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.
13. 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.

14. Ensure compliance with federal and state laws related to mandated reporting for minors and vulnerable adults.
15. Other duties as assigned or apparent.

YLC Duties:

1. Maintain role as Supportive Adult in the foster youth Evergreen Youth Leadership Council.
2. Work with the YLC/Skills Group Coordinator to develop and staff the Youth Leadership Council for local and statewide involvement.
2. Collaborate on YLC group activities and relevant curriculum in consultation with the Department of Human Services Child Safety and Permanency Division (State).
3. Support YLC/Skills Group Coordinator in providing orientation and training for youth council members.
4. Assist YLC/Skills Group Coordinator to provide or arrange transportation necessary for youth to participate in individual and group program activities and meetings.
5. Respond to requests from the state department for youth advisors or speakers.
6. Support data and reporting requirements.
7. Attend/participate in meetings, trainings and retreats as recommended by the state.

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.
2. Must have a commitment to support all of 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 LGBTQIA2S+ youth.
5. Must be able to work flexible hours including evenings and some weekends.
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. If chemically dependent, must be free of chemical use problems for at least two years.
12. Must maintain client, co-worker, and agency confidentiality and abide by HIPAA and the Data Privacy Act.
13. Must maintain the strictest confidentiality standards regarding employee and client information.
14. Must work cooperatively with county and tribal programs, school districts and other community service providers.
15. 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.
16. 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.
17. Must be insurable on Evergreen Youth & Family Services' auto policy.
 18. Must successfully pass a drug and/or alcohol test.
 19. 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.

Physical Demands Related to Duties:

While performing duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. Vision abilities required by this job include close vision. This employee must be able to lift up to 40 pounds.

COMPENSATION: \$18.20 - \$22.36 per hour

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 be open until filled.

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