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| Job title | Therapeutic Case Manager |
| Reports to | Assistant Director of Student Development |
| Status | Full-time, Exempt, Salaried |

Who we are:

College Bound provides promising students from under-resourced backgrounds with the academic enrichment, social supports and life skills needed to succeed in college and careers. Within a decade, we have grown from an inaugural class of 36 students to over 650 (plus alumni!). We believe that one college degree can end the cycle of intergenerational poverty in a family line forever. We believe in the power of people; in creating relationships defined by deep trust and enduring power. Our culture is one of high expectations and high support with an unwavering focus on degree completion. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The Therapeutic Case Manager will deliver high quality case management and crisis services to ensure that College Bound students receive the support needed to graduate high school, matriculate to a best-fit college, and persist to degree completion. The Therapeutic Case Manager will report to the Assistant Director of Student Development.

Your responsibilities:

Staff Support

- ▶ Serve as a specialist to organization staff, providing information on mental health topics and community resources
- ▶ Support the mental health training of organization staff
- ▶ Support staff in identifying at-risk students and families in need of wellness services

Care Coordination

- ▶ Complete client intakes, service plans, and administer appropriate assessments
- ▶ Identify, refer, and connect students and families to appropriate community resources
- ▶ Coordinate with staff and family members to support clients
- ▶ Assist clients and families, as appropriate, in scheduling appointments with community resources
- ▶ Transport clients to, and participate in, necessary appointments
- ▶ Meet with clients regularly to ensure that goals are being met
- ▶ Develop relationships with community agencies to foster an effective coordination of services for clients
- ▶ Serve as the liaison among providers involved in the care of clients
- ▶ Maintain the organization's resource and referral guides
- ▶ Complete specified documentation in an accurate and timely manner and in compliance with established organizational protocol and productivity standards

Group Facilitation

- ▶ Facilitate weekly therapeutic groups
- ▶ Facilitate weekly social emotional learning, service learning, and gender specific non-therapeutic groups
- ▶ With support of supervisor, revise curriculum to better meet the needs of group participants

Other Responsibilities

- ▶ Attend and engage in supervision, team, and organizational meetings
- ▶ Participate in ongoing professional development opportunities
- ▶ Other duties as assigned

Skills and experience:

Education

- ▶ Master's Degree in social work or counseling, required
- ▶ Ability to obtain provisional licensure

Experience

- ▶ 1+ year working with adolescents/young adults
- ▶ Experience with trauma informed and culturally competent practices
- ▶ Success preparing and leading psycho-educational
- ▶ Experience working with families, preferred

Skills & Knowledge

- ▶ Fully competent in interviewing, psychosocial assessment, and documentation
- ▶ Awareness of effective crisis intervention techniques
- ▶ Working knowledge of community support services and resources
- ▶ Highly organized self-starter with a commitment to excellence, strict attention to detail, and the ability to manage multiple projects and deadlines simultaneously
- ▶ Effective and professional communicator who is able to quickly establish credibility and rapport with partners, students, families, and staff

Position type and expected hours of work:

- ▶ Days and hours of work are Monday through Friday with frequent evening and occasional weekend work as job duties demand.
- ▶ Local travel is expected for this position.

Benefits and working conditions:

- ▶ Competitive benefits include a portion of paid employee health insurance, HRA, dental, short-term disability, life insurance, 401(K) match and free vision insurance.
- ▶ Responsibilities occur at the College Bound office, with some time spent at partner schools, in CB student homes and in the community.
- ▶ Play a vital role in a growing organization privileged to work with hundreds of intelligent and deserving young people every day.

Employees should have a valid driver's license, reliable transportation, minimum of State required insurance and be able to pass state and federal background checks.

How to apply:

Interested candidates must send a cover letter, salary requirements, and electronic version of their resume to: rob@collegeboundstl.org. Subject Line: Therapeutic Case Manager.