



Community Empowerment Association, Inc.

400 N. Lexington Avenue, Bldg 500
Pittsburgh, PA 15208

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JOB ANNOUNCEMENT

Title: Case Management Supervisor
Salary: Commensurate with experience
Area: Student Aimed For Excellence (SAFE) Truancy Program
Status: Full-Time
Submit: Resume & References to above address or email: gbeckom@ceapittsburgh.org

Job Summary

The Case Management Supervisor will be responsible for coordination, monitoring and management of Staff's documentation and information related to case files of participants in Community Empowerment Association, Inc. (CEA) Programs. This position requires the development of a thorough knowledge of the funder's KIDS system, program assessment related to file review and compliance, development and implementation of needed trainings related to quality assurance of files, staff training and supervision, policy and procedure development, monitoring and reconciling files. The Case Management Supervisor will work directly with the Director of Youth and Family Services and staff to ensure quality assurance, uniformity, consistency and accurate reporting to the President's Office and funding sources.

Responsibilities include but are not limited to:

- Provide on-going assessment of program services, compliance and continuity
- Identify gaps and proposed corrective recommendations in services and/or program operations related to quality assurance of participant files
- Monitor, review and implement program policies and procedures
- Produce weekly reports
- Provide direct support and perform other duties as requested by the Program Manager, Director of Youth & Family Services and/or President's Office
- Coordinate participant service plan development and attend family service plan meetings and reviews
- Review and monitor participant safety assessments and services plans as required for sign-off by the Program Manager
- Review and monitor KIDS systems provider service logs, service plans and safety assessments for sign-off by the Program Manager
- Reconcile safety assessments to encounter forms for monthly billings
- Provide periodic training for staff in current best practices and/or new regulations and practices throughout the system related to documentation practices

Knowledge, Skills and Abilities

- Demonstrate knowledge in MS Word, Excel, Outlook
- Demonstrate excellent, articulate verbal and written communication skills
- Demonstrate positive and professional skills
- Ability to handle multiple tasks simultaneously in a multi-program organization
- Ability to manage program change with little disruption
- Ability to facilitate trainings and workshops
- Ability to stimulate creative thinking
- Ability to work with a team
- Must be able to work independently
- Knowledge of community resources
- Knowledge of youth program requirements and compliance regulations-(Child Welfare System)
- Knowledge of various funding resources

Requirements

- Professional Degree plus 3-5 years experience in related field
- Act 33-34, FBI Clearances
- Valid Driver's license with a good driving record

The above statements are intended to describe the general nature of work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.