

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2003
SALARY SCHEDULE: #50
RANGE: 51.5
INSTRUCTIONAL SERVICES SERIES
CLASSIFIED
CODE: 2,6,8**

**SUPERVISING CASE MANAGER FOR
FOSTER YOUTH SERVICES PROGRAM**

DEFINITION

Under the direction of the Coordinator of Foster Youth Services, the Supervising Case Manager will operate a Countywide Foster Youth Services Program, focusing on students residing in licensed children's institutions under the jurisdiction of Kern County;

provide direct and referral services to foster youth using a collaborative model to ensure that all educational, medical and psychological services are addressed in a timely manner;

funding for this position is contingent upon sufficient fiscal support for foster youth programs.

EXAMPLES OF DUTIES

Determines initial needs and priority for services;

assures that the essential functions of the project are carried out;

assigns caseloads to project staff;

supervises classified support staff;

files required reports;

ensures no duplication of services;

coordinates data collection with contracted evaluator;

schedules support groups and panel presentations;

acts as primary liaison with community agencies as they relate to services for foster youth;

selects appropriate curriculum and instructional delivery strategies for education and support groups;

provides outreach, counseling and mentoring services;

links foster youth with community organizations for services;

links foster youth with case management services when none are available;

provides assessment, support and tutorial services for foster youth;

educates foster youth about their legal rights;

makes group home site visits;

prepares reports for Foster Youth Services, and California Department of Education;

other duties as assigned.

QUALIFICATIONS

Knowledge of:

Current community resources and governmental agencies;

characteristics of foster youth;

and willingness to carry out the required elements of the Foster Youth Services Program;

principles of supervision and training;

principles, policies, and procedures of record keeping;

research and report preparation;

excellent written and verbal communication skills.

Ability to:

Work well with foster youth, school staff, and other community and educational agencies;

demonstrate an awareness of the unique needs of foster youth in regards to educational, medical and psychological services;

advocate for services from government and community based organizations for foster youth;

present self professionally in personality and appearance.

Experience:

Three years experience in a related field working with government and community based organizations in the areas of education, public health, social services, probation and mental health services, desired.

Education:

Must hold a Bachelor's degree in a related field such as Liberal Studies, Nursing, Social Work, Social Science, Counseling, Public Health, or Mental Health.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

12/12/05

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