Level Pathways, Inc. is a nonprofit organization dedicated to serving students in high school who are homeless or in unstable housing. Services provided include: housing, food, clothing, life skills, assistance with high school graduation, and college or career counseling. We consider the services offered to be ‘wrap-around’ case management.

With the start of Covid we are also serving families who are homeless who have a high school student in their family.

Requirements: A minimum of a bachelor’s degree in Social Work, Education or equivalent is required. A Master’s degree is preferred. Additionally, a minimum of one year's experience in social work, education or equivalent is preferred.

Required Hours: This is a full-time position, Monday through Friday and weekends as required. Hours worked must align with the student’s available hours. Estimated hours is 40 per week. However, additional hours may be required.

Description of Case Manager responsibilities: Work with Level Pathways clients (students) and Level Pathways affiliated resources in obtaining resources for the client. Identify and provide for the needs of the client. One of the primary goals of Level Pathways is to assist the client in successfully graduating from high school. Work a Plan of Care (POC). Work with the student’s Host Home, if provided.

Tasks:

- Work with school counselors, attendance managers, teachers and other school staff for the benefit of the student. Gather attendance records, grades, and other pertinent information from the student and school staff to ascertain if student’s goals are being met.
- Meet on a weekly basis with the client (student) and their Host Home to discuss progress made in the previous week and tasks to work on in the coming week. Also, strongly encourage the student to progress in their goals and Plan of Care commitments (grades, attendance, employment, savings, etc.). The time it takes to meet with a client and/or Host is estimated at 1+ hours per meeting. It is understood that initial meetings or emergency meetings may take longer.
- Work with Hosts, Mentors, and others so the client is progressing in socializing, cooperating and fitting into the Host’s home, if provided.
• Work to ensure the client is in safe housing and remains in safe housing. Also, ensure that the client's basic needs are met and goals obtained.
• Other job duties as assigned by the Executive Director.

Skills: Being bilingual is not required but can be very beneficial. Clients, Hosts, Mentors, or school counselors may speak Spanish as their first language. Computer skills are required of the Case Manager to complete required computer forms and files in documenting meetings and progress with the client. Updating of cloud-based files, real time, is required of Case Managers. Experience with Microsoft 365 is a benefit. Full training is provided.

Reporting: This position reports directly to the Executive Director. Real time reporting is required especially about client concerns or emergencies. A minimum of weekly reporting, per student, is required. Ability to work and perform tasks with minimum supervision, after training, is required.

Training: During a 30-day training period, the Case Manager will be trained by Level Pathways Board President, Dr. Lori A. Davis. Dr. Davis is a licensed professional counselor. Additional administrative training will be provided by the Executive Director on an ongoing basis.

Success: When performing Case Manager tasks, you know you are successful if there is good interpersonal communication with all parties involved and clients are being evaluated, taken into the program, needs met, and graduating on time. Also, you are successful when clients are successful in all their goals.

Probationary period: 90 days

Compensation:

• Compensation for the Case Manager position is paid for the time spent actually meeting with the Client, Host and/or Mentor. Training time or time meeting with Dr. Davis or, the Executive Director is not paid. Time completing paperwork, example case notes, is paid. This position is partially funded by a HUD CDBG grant.
• The starting rate of pay is dependent on experience. The total amount due is paid every two weeks on Wednesdays. Hours are taken from the Case Manager’s approved time sheet.
• The Case Manager chooses the times and places to meet with the Client, Host or Mentor; therefore, the Case Manager position is considered to be an Independent Contractor position. No taxes are withheld by Level Pathways. Payment of taxes is the responsibility of the Independent Contractor.
• Liberal holiday and vacation pay is offered. No other compensation is offered or provided.

If you would like to be considered for this position, please submit your resume and social media information to: Admin@LevelPathway.org or contact Mr. Bob Harris – Executive Director @ 972-887-3344.