



**Job Title:** Youth Advocate / Case Manager

**Program:** Flathead Youth Home

**Reports to:** Program Director

**Effective Date:**

**Job Summary:** The Primary responsibility of this position is to provide an array of Case Coordination and Supports to youth residing at the Flathead Youth Home. As the youth's "Advocate," this position will provide individual support and follow-up to prepare each youth for successful transition to adulthood. Additional emphasis will be directed to assisting youth in establishing and maintaining relationships with family, fictive kin, or other branches of potential support and preparing youth for transition to adulthood and independence.

This is a grant funded position for an initial 1- year period. Continuation is reliant on achieving identified objectives and developing the capacity to sustain services through Medicaid reimbursement for Targeted Case Management.

**Supervisory Responsibilities:**

- None.

**Duties/Responsibilities:**

The Youth Advocate/Case Manager will provide individualized support to youth in care related to the following core areas:

- Care Coordination: This includes participation in the development of a Care Plan with active participation of the youth.
- Scheduling, transporting, and participating in appointments (i.e. medical, school, other agencies) with youth as necessary to achieve identified case management goals and service needs.
- Coordination of services and advocacy on behalf of assigned youth.
- The implementation of an array of activities designed to improve family engagement and other supports that can expand a youth's "web of belonging" both during and after residing at Youth Homes.
- Identifying, facilitating, developing and/or providing educational/vocational/life skills training to prepare the youth for transition into adulthood.
- Providing post-discharge follow-up and support to youth.
- Complete accurate and timely documentation of project-related activities.
- Participate in training and meetings with other Case Managers to coordinate implementation, share experiences, improve model, and accurately evaluate the program.

**Required Skills/Abilities:**

- Excellent documentation skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- The ability to establish and maintain rapport with youth.
- The ability to navigate challenging situations and exercise sound judgement
- Strong analytical and problem-solving skills.
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and aware.

- Ability to work independently with a strong sense of focus, task-oriented, non-judgmental, open personal qualities, and clear sense of boundaries.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

- A bachelor's degree in a human services field with at least one year of full-time experience serving people with mental illnesses. Individuals with other educational backgrounds who, as providers, consumers, or advocates of mental health services have developed the necessary skills, may also be considered if able to verify successful experience and competencies required for the position.
- Knowledge of community resources and counseling/social work practices with children who are at-risk.
- Experience working with persons in crisis.
- Have an understanding of the child protective, youth court and mental health systems in Montana.
- A valid Montana driver's license.

**Physical Requirements:**

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.

**Employee Classification, Compensation and Benefits:**

- This position is a Part-time (.5 FTE), Non-exempt position.
- Compensation is based on range establish in the Youth Homes' Salary Schedule.
- Youth Homes provides a generous benefit package inclusive of employer funded:
  - Annual Leave, Exceptional Leave, Educational Leave.
  - Long-term Disability and Life insurance.
- Employer contributions to:
  - Health Insurance.
  - Health Savings Account and 401(k) options with agency match.
- Available access for employee funded:
  - Dependent care flex account.
  - Dental insurance coverage.
  - Vision insurance coverage

**Employee Signature:**

**Date:**