

PERSONNEL

CASE MANAGEMENT FACILITATOR

DEFINITION

Under the direction of the Program Coordinator, the Case Management Facilitator will assist with case management intake forms, preparation of confidential case files, and assist with related work as required.

MAJOR DUTIES AND RESPONSIBILITIES

1. Take responsibility and use good judgment in recognizing scope of authority.
2. Prepares correspondence, statistical data, and reports.
3. Assists Family Advocates with preparation of case management forms.
4. Maintains confidential files and records of case managed families.
5. Attends team meetings and prepares minutes.
6. Proficiency in typing correspondence, reports, and technical data.
7. Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise.
8. Operate office appliances and standard office equipment such as a calculator, typewriter, and computer.
9. Checks documents and records for accuracy, completeness, and conformance to legal and established procedure.
10. Coordinates and provides after school nutrition education classes as scheduled by the Program Coordinator.
11. Assists with other duties as assigned.

MINIMUM QUALIFICATIONS

1. Working knowledge of basic office practices and procedures including preparation of: business correspondence, business forms, and confidential case management files.
2. Working knowledge of the operation of common office equipment.
3. Knowledge of correct English usage, spelling, grammar, and punctuation.
4. Incorporated within one or more of the previously mentioned essential qualifications of this job description are the following essential physical requirements:

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |
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| <u>4</u> | a. Ability to sit for extended periods of time. |
| <u>3</u> | b. Ability to stand for extended periods of time and ascend and descend steps. |
| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | f. Ability to bend and twist, kneel and stoop. |
| <u>2</u> | g. Ability to lift 50 lbs. |
| <u>2</u> | h. Ability to carry 50 lbs. |
| <u>3</u> | i. Ability to reach all directions. |

EVALUATION

Performance of this job will be evaluated in accordance with the District and Board Policy