

Life Skills Case Manager

Progressive Life Center (PLC) is one of the mid-Atlantic's largest and most respected non-profit agencies serving vulnerable children and families. PLC is recognized for its pioneering work in developing culturally responsive approaches to mental health and child and family development. Our services include foster and kinship care, afterschool educational programs, mentoring, adoption placement, independent living skills, parenting support, mental health counseling and crisis hotlines. PLC has offices in Washington DC, Maryland, Delaware, and Pennsylvania.

Program Summary:

The Semi-Independent Living program ensures youth in Prince George's County, MD make a successful transition from foster care or juvenile justice. PLC runs a scattered site, semi-independent living program for young adults, 18-21 years old, who have been referred and assessed by the Maryland Department of Human Resources and Department of Social Services.

The program provides a high level of support for youth and their families so that they gain the life skills needed to become independent, capable and productive citizens. Our program is housed in residential communities that are within close proximity to public transportation throughout the county. Residences consist of 1-bedroom and 2-bedroom apartments. Supervision, monitoring and staff support are provided at all residence programs 24 hours a day, seven days per week.

Position Description:

Progressive Life Center is seeking a **Life Skills Case Manager** to provide direct life skills education to program participants. The Life Skills Case Manager will be responsible for providing advocacy, role modeling and relevant crisis intervention services to program participants; managing a minimum caseload of at least (5) youth; maintain up-to-date, accurate, and confidential documentation of client progress and contact; develop treatment plans, progress reports, termination summaries, and follow-up evaluations; conduct parenting and Rites of Passage/therapeutic groups when necessary; facilitate or link youth to life skills workshops; assisting clients in identifying, coordinating, and utilizing appropriate community resources; refer and link youth/families with follow-up services, when necessary; attend and participate in interdisciplinary team, PQI committee, supervision, and other scheduled meetings consistently and promptly; Coordinate and implement assigned intra-office projects; participate in recreational and cultural events, as required; coordinate and communicate regularly with referral source as well as PLC team members; participate in at least one youth and or staff retreat per year; participate in on-going trainings necessary to maintain professional standing in chosen discipline; assist program participants with transportation needs, when necessary; enter and maintain accurate data into the database system and perform other duties assigned.

Qualifications:

- Minimum of a High School diploma or equivalency and four (4) years of demonstrated success working with abused, neglected, and/or at-risk youth and their families.
- Bachelor's degree in social work, psychology, criminal justice, or other related human services discipline from an accredited college or university preferred.
- Valid Licensed Bachelor Social Work licensure in Maryland preferred.
- Ability to communicate effectively with street-wise and system savvy youths.
- Experience working with at-risk youth, pregnant females, and their families.
- Research skills desirable.
- Effective oral and writing skills.
- Certified in CPR/First Aid.
- Knowledge of databases and Microsoft Office Suite.
- Ability to work a flex schedule to accommodate the life skills needs of youth.
- Valid driver's license, access to a vehicle, and ability to travel within the Washington Metropolitan area.
- Certificate in NTU Service Delivery Model within one (1) year of hire.

Physical Demands:

Physical Demands (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

- Ability to remain in a stationary position 50% of the time.
- Ability to occasionally move about inside the office to access file cabinets, office machinery, etc.;
- Ability to operate a computer and other office productivity machinery;
- Ability to position self to stoop, kneel, crouch, or crawl;
- Ability to frequently communicate with employees/customers/clients; and must be able to exchange accurate information by perceiving the nature of sound, near and far vision, depth perception, providing oral and written information;
- Ability to frequently move files weighing up to 20 pounds throughout the office space;
- Ability to be on call and often respond to situations during off hours which can disrupt normal sleep patterns and cause fatigue;

- Ability to physically restrain children when required and protect him/her in physically confrontational situations;
- Ability to face a significant amount of emotional stress which can cause related physical stress.

Work Environment:

- Normal office environment or residential facility, but also may travel locally to visit clients within their homes, meet with service providers, and/or attend meetings:
 - Schools, hospitals, mental health clinics, private practices, prisons, corporations, and numerous public and private agencies.
- Specialize in one or more of over 40 practice areas – including Disaster Relief, Child Welfare Services, and Homeless Family Assistance, among many others.

Progressive Life Center
Position # PG LSCM (2020)
1704 17TH Street NE
Washington, DC 20002
Fax: 202-842-1631
E-mail: jobline@plcntu.org



Equal Opportunity Employer

PLC is an equal opportunity employer. PLC does not discriminate in employment on account of race, sex, color, religion, sexual orientation, national origin, citizenship, mental disability, or military status.