

FAMILY SERVICE

JOB POSTING FORM

DATE: May 25, 2010

PROGRAM: On My Own

JOB TITLE: After Care Manager

AVAILABLE SHIFT: Mon-Fri
11a – 8p

PRIMARY FUNDING SOURCE & TITLE: Division of Youth and Family Services

POPULATION SERVED: Youth between 17.5 and 21 years of age who have been In DYFS funded placements prior to age 17.

QUALIFICATIONS: Associates Degree in Human Services or related field with experience or Bachelor's degree in Human Services or related field. Valid driver's license.

COMPETENCIES: Good interpersonal skills.
Ability to work with people from various cultures and backgrounds.
Good written and verbal communication skills.
General knowledge of community resources.
Basic understanding of adolescent development.
Ability to assess adolescent needs.
Crisis management skills.

RESPONSIBILITIES: Under the supervision of the Program Director, the After Care Manager is responsible for but not limited to the following:

- Engage and assess consumers' needs
- Develop individual service plan to meet needs for housing, education, and employment.
- Assist consumer's in accomplishing service plan goals.
- Coordinating and facilitating all aspects of the YAB
- Maintain clinical records.
- Submit monthly, quarterly, and semi-annual reports.
- Attend supervision as required.
- Attend intra-agency and interagency meetings as required.
- Maintain required level of service.

BENEFITS: Eligible for full health Benefits, Dental Benefits, Life/ AD&D Insurance, and participation in our 403(b) plan.

PERSON TO CONTACT: Anne Greenwood, Program Director - AnneG@famserv.org

OFF SITE FACILITY LOCATION: Lumberton, NJ

Family Service considers applicants for all positions without regard to: race; color; religion; sex; national origin; age; sexual orientation; marital or veteran status; the presence of a medical condition, or handicap, unrelated to performing the tasks of the job; or any other legally protected status.