



POSITION DESCRIPTION

Keeping FAITH Case Manager/Facilitator

Objectives of Position:

The Case Manager/Facilitator will function as both a facilitator and case manager, providing Fatherhood, Marriage and Family Strengthening programming to incarcerated fathers, ex-offender fathers, low income fathers, and their respective partners.. The Facilitator will also provide ongoing support, assistance and guidance to the father and his family through intensive family-centered case management. The successful Case Manager/Facilitator will assist the Regional Coordinator in expanding and developing relationships that will expand and enhance services provided to clients.

Reports to: Regional Coordinator

Qualifications:

- Must demonstrate a lifestyle consistent with the principles and goals of the Project.
- Must adhere to a strong conviction that strong marriages translate into strong families.
- Must have demonstrated ability to work with at-risk populations (history of working with incarcerated individuals and/or their families preferred), including ability to develop rapport and to maintain discipline.
- Must have demonstrated leadership skills.
- Must be able to follow written instructions, lesson plans and institutional procedures.
- Must have excellent computer skills – prior use of databases is a plus.
- Must have good grammar, writing and note-taking skills.
- Previous Case-Management experience is a plus.
- Proficient in MS Office Applications such as Word, Excel, PowerPoint, among others.
- Must be a good public speaker/teacher able to conduct trainings and seminars.
- Must be well organized, have excellent time-management skills, and be able to write reports.
- Must have reliable transportation and a valid driver's license.
- The successful applicant must indicate that they agree with and will adhere to all policies of The RIDGE Project, Inc.

Specific Responsibilities:

- Assist the Regional Coordinator and Director with implementation, expansion and maintenance of the Keeping FAITH program.

- Must perform all Facilitator functions, including assessment, case management, workshop preparation and presentation (TYRO Dads, Couple Communication, and JET); and organizing and leading trips to the prisons, as required by Coordinator.
- Must maintain all written records in each participant's file (e.g., assessment, progress notes, pre/post evaluations, incident reports, correspondence, etc.) in timely fashion, updating no less than weekly.
- Must report to the Coordinator in writing to the Coordinator weekly & monthly, the report to be structured according to the Director's instruction.
- Must provide ongoing and intensive Case-management of clients.
- Must maintain safety and order of the participants and staff at all times during Keeping FAITH times of activity, including any field trips.
- Must enforce all rules and policies of The RIDGE Project, both for the Keeping FAITH and in his/her personal life as applicable.
- Must assist the coordinator in planning events at the Correctional Institutions.
- Must assist clients with employment preparation, search and training, in conjunction with the RIDGE Project's Workforce Staff.
- Perform other duties as required or as assigned.

Work contract:

This is a full-time, salaried employee position, hours to be determined with the Regional Coordinator. The work schedule will be variable, as established with the Regional Coordinator. In general, the Case Manager/Facilitator will work M-F averaging 40+ hours per week.

Extensive in-state travel required with the possibility of some out of state travel.

The Facilitator will fill out a time-sheet and accountability sheet, which is to be submitted to the Regional Coordinator every two weeks. The Facilitator will be paid by check the following week. The Facilitator will also report verbally daily, and in writing monthly, to the Coordinator.

This position will be reviewed at least annually by the Director. The Case Manager/Facilitator's monthly reports may be discussed by the Board of Directors. This work contract will be discussed as part of the annual review, or at any other time, at the discretion of the Executive Director or by request of the Facilitator. This position does include health and life insurance benefits. It also includes vacation, holiday and sick leave benefits per board policy.