



## Meeting Street

### JOB VACANCY NOTICE

POSTED: 12/16/11

<b>Job Title: Manager, Early Childhood Case Management</b>	<b>Program: Early Childhood Services</b>
<b>Supervisor: Director, Early Childhood Mental Health and Family Services</b>	<b>Working Hours: 40</b>
<b>Position Supervised (if any): Family Advocates and Service Coordinators</b>	<b>Job # 720004</b>

*Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.*

**SUMMARY OF MAIN DUTIES:** The Supervisor, Early Childhood Case Management Services is responsible for overseeing the activities of all case managers within the Early Childhood Program (serving children age birth to six).

#### **JOB DUTIES:**

- Assist in the development of early childhood case management services, reporting, and ongoing monitoring/tracking systems in accordance with all applicable federal, state and agency policies, procedures and regulations.
- Oversee the delivery of the early childhood case management services within the agency and at all partner agencies and home visits.
- Assist in insuring the timely provision of case management activities and resources responsive to families' identified needs and/or interests including social services needs.
- Insure the integration of the parents/guardian in the early childhood case management services program.
- Assist in interviewing, hiring, and orienting all early childhood case management services staff.
- Assist in planning and implementing an annual training program for early childhood case management services providers.
- Manage the performance of all early childhood case managers in accordance with agency policy to insure that staff is competent and compliant with performance standards and all programmatic policies, procedures and regulations.
- Manage the early childhood group therapy/education programs and family socialization programs in accordance with all applicable federal, state and agency policies, procedures and regulations.
- Conduct regular observations of case management services activities, provide on-site consultation, determine training needs of case management services personnel, and insure that staff is competent and aware of all applicable federal, state and agency policies, procedures and regulations.
- Assist in the development and implementation of strategic initiatives, annual budgets, and marketing plans related to the Early Childhood Mental Health and Family Services Program.
- Facilitate regular staff meetings to insure excellent communication among all program staff and high quality case management outcomes for children and families.
- Assist in the design and implementation of an outcomes measurement process to track and measure the success and effectiveness of all early childhood case management activities; monitor corrective action plans as needed.
- Provide case management services to clients in accordance with all applicable federal, state and agency policies, procedures and regulations as directed.

- Participate on internal and external committees and ad hoc task groups as directed.
- Other duties as assigned.

**PROFESSIONAL STANDARDS, EXPERIENCE, TRAINING AND/OR EDUCATION NEEDED:**

**A. SKILLS**

Excellent understanding of theories and principles of child growth and development, family systems and social services  
Ability to work collaboratively with others to integrate the delivery of services  
Respect for cultural, ethnic and linguistic diversity  
Excellent verbal and written communications  
Strong supervisory skills  
Ability to prioritize tasks  
Proficient use of technology to facilitate job performance  
CPR and first aid certifications

**B. PROFESSIONAL AND LEGAL STANDARDS**

Use and disclose PHI only as authorized, as necessary to carry out job duties  
Complete privacy and security training  
Report suspected violations including those of a business associate

**C. EXPERIENCE**

Two years supervisory experience in an early childhood setting recommended. Two years experience in a social service setting recommended.

**D. TRAINING AND EDUCATION**

Bachelor's Degree in social services or related field required. Master's Degree recommended.

*For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette Ext. 280*

**Application Deadline:**

**To apply for this position, please submit a completed Job Vacancy Application to:**

Forward Resume to: (Please refer to job # **720004** when applying)

Doris M. Brissette Human Resources Manager

Meeting Street 1000 Eddy Street, Providence, RI 02905

Tel: 401-533-9280, Fax 401-533-9101 or email: [resumes@meetingstreet.org](mailto:resumes@meetingstreet.org)