

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Family Case Manager

**REPORTS TO:** Family Center/ASPIRE Supervisor

**JOB SUMMARY:** Works to prevent the placement of children away from their families, recruits foster homes within the target area, and reunites the families of children returning from placement.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Participates in in-depth team assessment of families using the wrap-around process.
2. Provides support, advocacy and service coordination for families using a strengths-based, unconditional care approach in order to maintain stability or successfully reunite families – using both an individual and team approach.
3. Leads the innovative coordination and implementation of community-based services, while working closely with social agencies, hospitals, clinics, schools and community resources.
4. Provides emergency and crisis intervention for families as appropriate.
5. Provides consultation to families, involved professionals, and supervisors.
6. Accompanies the individual or family, as needed, to locations or facilities necessary for the maintenance of the family's stability.
7. Testifies in court as required.
8. Participates in weekly staff meetings and weekly supervision.
9. Participates in on-going evaluations of the project.
10. Recruits foster families in the community, which is located in the areas served by the Marvine Family Center.
11. Provides community education regarding the Family Initiative Program.
12. Performs other duties as assigned.

**QUALIFICATIONS:** Two (2) years experience in human services field. Bachelor's degree in the human services field or related field necessary. Some experience with social services agencies and family systems is preferred. Ability to effectively speak and write in English and Spanish.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess computer skills. Ability to operate various technology equipment and office equipment.

**CLASSIFICATION:** Support staff; Noninstructional Meet and Discuss 12 month classification. Cabinet Code – E.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*