



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Case Manager-Students In Transition
Payroll/Personnel Type:	11 Month
Job #:	8330
Reports to:	Students-In-Transition Coordinator
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

St. Louis Public Schools is seeking a Case Manager that reports directly to the Students-In-Transition Coordinator. The Case Manager will be responsible for providing educational and psychosocial support services to SLPS students that are performing at and/or below grade level.

Essential Functions:

- Provide case management functions for homeless students, unaccompanied youth, and families to ensure students receive appropriate educational services
- Work collaboratively with area homeless shelters, transitional housing units and community agencies to identify and assist displaced youth
- Match services to specific needs of students to include, but not limited to: assistance with immediate enrollment, transportation, uniforms, school supplies, basic hygienic needs and mandated reporting for student attendance and safety
- Extend assistance to families by providing services outside the district to include, but not limited to: emergency food, emergency housing, referral for mental health and health services, utility assistance, furniture, clothing and legal services
- Conducts in-services and/or trainings as it relates to the McKinney-Vento Homeless Assistance Act Reauthorized 2002
- Attend SIT related training to include trainings for McKinney-Vento Act, St. Louis County Family Court Liaison Training, (SLPS) SPED Training (Liaison), Title I, district and school professional development activities to acquire knowledge in understanding Title I requirements
- Coordinate with school officials to enhance collaborative relationships maximizing the students and family's ability to make informed decisions
- Under the supervision of the Students-In-Transition Coordinator, supervise the recruitment of tutors for homeless students or unaccompanied youth with deficiencies in core subject areas for possible remediation
- Collaborate with tutorial staff, SLPS teachers and/or administrators to identify potential homeless student candidates for possible remediation
- Maintain monthly logs and reports that denote/reflect summary of monthly caseloads, e.g. home visit, referrals, resources, etc.
- Maintain confidentiality with respect to FERPA and HIPPA, preserving the confidentiality of parents and students in transition
- Possess strong oral and written communication skills and problem-solving management strategies
- Organized, detail-oriented, and knowledgeable
- Annually create, maintain and monitor Excel Spreadsheets for transportation, intakes and/or student data
- Billing via creating vouchers and utilizing CFDA
- Write and submit end-of-year report with program evaluation and statistical data



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- Conduct intakes via walk-ins, telephone calls and/or faxed requests from SLPS staff, shelters and surrounding districts
- Process and interpret data
- Proficient in Excel, and/or any other operating system
- Familiarity with Windows Access Database
- Perform other duties as identified by the Students-In-Transition Coordinator

Knowledge, Skills, and Abilities:

- Expertise in SAP budget funds, functions, and commitment items
- Knowledge of modern office, methods and procedures
- Ability to make arithmetical calculations rapidly and accurately
- Ability to use computer and SAP application, including spreadsheets and word processing software
- Ability to establish and maintain effective working relationships with personnel contacted in the course of work

Experience:

- Minimum of 5 years of experience in working with students in transition with housing and a passion for the homeless population, 7-10 years (preferred)

Education:

- Required: A.A required B.S. (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.