



Job Title: Case Specialist for Adults and Youth
Department: Service Members, Veterans, and Families (SMVF)
Reports to: Director of Parenting and Veteran Services
Classification: Full Time Non-Exempt

Position Summary: SMVF Case Specialists address specific needs of service members, veterans, and their families by providing services aimed at reducing risk factors of child abuse and enhancing protective factors to ensure healthy and safe family dynamics. SMVF Case Specialists provide case management services, emergency economic assistance, basic needs assistance for children, community-based linkage and retention services, and support for target population.

Position Expectations:

1. Facilitates evidence-based parenting education and support groups scheduled at times and in locations based on the participant's convenience. This may include evenings, weekends, as well as home visits.
2. Provides community-based outreach & recruitment efforts to include (but not limited to) coalition meetings, presentations, and community partner networking at health fairs/events.
3. Facilitates evidence-based curriculum, social activities and support groups to youth up to age 18, while ensuring all participants are actively engaged.
4. Provides services, referrals, and case management activities based on assessments to service members, Veterans, and their families with children up to age 18.
5. Documents specified activities and services in client files and monthly reports.
6. Initiates and maintains regularly scheduled monitoring of documentation, program activities, and submits monthly reports to Program Director.
7. Assists in coordinating and promoting programs/ special events organized by the agency.
8. Attend monthly/weekly meetings as requested by management.
9. Continue education through workshops and trainings.
10. Complete all job duties in compliance with COADA-CB policies and procedures and DSHS Standards.
11. Notify Program Director of problems and/or when unable to report for scheduled activities. If the Program Director is out, notify the Executive Director or his/her representative.
12. Responsible to understand job position boundaries and follow agency communication chain of command. If the employee is uncertain if they are authorized to perform, or represent the agency in an activity and/or function, they are to contact the Executive Director for clarification prior to taking any action. If the Executive Director is out, contact the Executive Director's representative.
13. Other duties as assigned.

Qualifications:

1. Bachelor's degree from an accredited college or university is preferred; but not required.
2. Two or more years related experience and/ or training equivalent combination of experience and education may be considered.
3. Demonstrate the ability to address risk factors of child abuse while enhancing protective factors within the family.
4. Must have knowledge of military and veteran issues and concerns.
5. Ability to demonstrate effective problem-solving skills, as well as written and verbal communications skills.
6. Valid Texas driver's license and continuous proof of automobile liability insurance.
7. Ability to operate computers, general office machines, and general office equipment.
8. Ability to lift a minimum of 30 pounds.
9. Ability to physically reach, stand, kneel, crouch/stoop, squat, and the ability to climb stairs.
10. Bilingual preferred.

I have been provided information regarding insurance coverage.

I have been informed about personal risks and liabilities with this position.

I have read and received a copy of the job description for my position.

I have been given a copy of The COADA - Coastal Bend's policy and procedure manual.

Supervisor/ Director Signature

Date

Employee Signature

Date

Employee Printed Name