



Job Title: Home Study and Post Release Services Case Manager

Type: Full-Time

Reports to: Legal Director

Closing Date: August 31, 2017

Organization Overview:

“Memphis is not a melting pot, but rather a salsa. You can combine all kind of ingredients and these don’t lose their essence. The Bluff City is a story of diversity, flavor and celebration.”

Join the dynamic Latino Memphis team, a group of diverse individuals passionate about Memphis and devoted to connecting, collaborating, and advocating for Latino Memphians. The work of Latino Memphis is a collective approach that aims to create a vibrant Latino middle class in Memphis; a concept that will not only impact Latinos, but the entire community. Latino Memphis remains more committed than ever to raising the voice of Latinos in our region and working toward building a vibrant city.

- The largest Latino-serving nonprofit in West Tennessee
- Latino Memphis has become the go-to organization for issues impacting the Hispanic community in the Mid-South.
- Latino Memphis has over thirty happenings unique to the organization including three large events, the Latino Memphis Festival, Congreso: The Latino Memphis Conference, and Day of the Dead Fiesta.

Summary: Home Study and Post Release Services (HSPR) provides residential services for unaccompanied minors ranging in age from infants to seventeen years old who have entered the country without documents and without their parents. Fostering an atmosphere of family and security, we attend to the emotional, legal, medical, educational, and recreational needs of the children until they can be reunited with their families either in the U.S. or in their home country. HSPR provides preplacement assessments to ensure the safe placement of unaccompanied children in their proposed home as well as post release services to support families in adjusting to reunification.

The Home Study and Post-Release Case Manager will provide a variety of specialized services related to the processes of conducting home studies and providing post-release case management. It will include both local and out of state travel for the purpose of conducting home visits.

Essential Duties and Responsibilities:

- Assess and provide a recommendation for the purpose of reunifying children with their potential sponsors, including conducting interviews and background checks and documenting findings in a comprehensive report within timelines established by funding body.
- Complete home visits to meet with children and their sponsors post-release.
- Coordinate referrals and service planning in relevant areas
- Work with children and their sponsors to encourage and ensure progress through their individual service plans
- Continually assess ongoing changes in behavior and general conditions that could impact the safety of a participant
- Build and maintain relationships with community services providers in relevant areas
- Serve as point person for stakeholders in each family's case, including legal providers
- Participate in regular case management and staffing meetings
- Maintain accurate records and consistently ensure the confidentiality of information relevant to children and their cases
- Maintain records of post release services including measurable outcomes and justification for termination of services
- Submit required reports and documentation in a timely manner
- Provide crisis intervention when necessary, including involving Child Protective Services
- Travel both locally and out of state for the purpose of conducting home visits depending on their assigned caseload.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Masters in Social Work is required. Experience in family reunification, home assessment and report writing, family preservation and/or general child welfare.
- **Language Skills:** Bilingual ability in English and Spanish is required. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence.
- **Licenses:** A valid driver's license is required.
- **Other:** Ability to successfully pass a criminal background check. Ability to travel independently throughout relevant region. Must have regular access to a reliable vehicle. Ability to work during non-traditional hours such as evenings and weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- While performing the duties of this job, the employee is frequently required to sit.
- While performing the duties of this job, the employee is required to travel both local and out of state for the purpose of conducting home visits.
- While performing the duties of this job, the employee is occasionally required to stand and walk.
- The employee must occasionally lift and/or move up to 20 pounds.

- The employee is frequently required to reach with hands and arms.
- Specific vision abilities required by this job include ability to drive and visually monitor program participants.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.
- All employees share responsibility for the cleaning and basic maintenance of our facilities
- Crisis prevention and behavioral management techniques may include physically restraining and physically transporting residents.
- A great, positive and proactive attitude!

To Apply:

Please send a cover letter and resume to Casey Bryant, Casey@LatinoMemphis.org, by August 31, 2017.