



FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6TH STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

Advocate/Case Manager, Parent Child Assistance Program at First Step Family Support Center

DESCRIPTION:

The Parent-Child Assistance Program (PCAP) is an intervention for high-risk women and their families. Reporting to the PCAP Clinical Supervisor, the case manager will provide direct outreach, home visiting and advocacy services to women who have used alcohol and/or drugs during their pregnancy, and to their children and other family members when needed.

DUTIES AND RESPONSIBILITIES:

- Manage a caseload of 15 to 20 clients and their families
- Perform case management activities according to PCAP policies and procedures
- Assist clients in setting goals based on their individual needs assessments
- Conduct home visits, at least twice per month
- Work closely with other community service providers to coordinate services
- Provide transportation as needed
- Provide outreach services to locate missing clients and engage them in the program
- Participate in scheduled supervision, staff meetings and required training
- Collect and enter data online
- Keep client files
- Other duties as assigned

REQUIREMENTS:

- Minimum Bachelor's Degree in Social or Human Services and two years of community-based experience
- Must attend 2 to 3 day out of area training
- Demonstrated ability to work effectively with high-risk mothers and their families
- Strong communication skills
- Maintain confidentiality
- Valid driver's license, vehicle and ability to travel on a daily basis
- Must be able to carry 20 pounds and climb stairs
- Individuals in substance abuse recovery must have six years of being clean and sober.

HOURS:

This is a part-time position that may work into a full time one. 20 hours per week, Monday through Friday, schedule to be discussed. Position is open until filled.

Please submit resume and cover letter to: employment_fstep@olyphen.com.

No phone calls, please.

DISCLAIMER:

While the goal of all First Step Family Support Center job descriptions is to provide an accurate and detailed summary of the duties and responsibilities of the position, other duties may be required of all First Step personnel.

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