



**JOB TITLE:** Drop-In Case Manager

**REPORTS TO:** Lead Case Manager/ Drop-In & Outreach Manager/ RHY Program Manager

### **Overview of the Organization**

For over fifty years Attention Homes, a Boulder-based non-profit organization, has provided life-changing services and safe shelter to displaced, homeless and runaway youth in crisis. Its vision is to create a world where every young person has a safe place to live and the attention they need. Attention Homes is a values-driven, dynamic organization that offers a collegial work environment and relies on each team member's expertise and contribution to achieve its goals.

Through the combined efforts of a highly dedicated staff and large group of volunteers, Attention Homes creates a safe environment for youth to build behavioral, emotional and career-related strengths that allows them to succeed, reunite with their families whenever possible and become self-sufficient and contributing community members. In addition to its current residential and runaway and homeless youth programs, Attention Homes is embarking on an exciting new project that will expand and deepen their impact in the community by creating supportive housing for 40 transition-age youth (18-24).

If you possess the passion and dedication necessary to give youth and young adults an opportunity to change their lives for the better, and you have the qualifications described below, please consider applying for the position of Drop-In Case Manager.

### **Summary of Position**

Under the supervision of the Lead Case Manager and Drop-In & Outreach Manager, the Drop-In Case Manager provides behavioral coaching and behavior management intervention for youth in the Attention Homes Drop-In program. They will case manage and develop individualized plans involving education, vocation, and behavior modification for clients.



## Summary of Responsibilities

- Weekly supervision with Lead Case Manager and Drop-In & Outreach Manager
- Attend weekly staff meetings
- Schedule client appointments
- School enrollment as required by CO statutes
- Arrange transportation as needed/required for client appointments
- Behavioral Coaching using MI skills
- Engage with Drop-In clients to create a case management plan and goals
- Use a client-centered and strengths-based approach to create achievable goals
- Meet with each client at least weekly to work toward achieving goals on plan
- Identify and evaluate areas of behavioral change and client needs
- Assist clients with life-skills development including: scheduling, budgeting, job application, replacement ID's, and navigating any systems
- Documentation of phone/face to face meetings with any relevant referrals or connections
- Maintain a caseload of clients as program needs demand and as assigned by Lead Case Manager and Drop-In & Outreach Manager
- Ensure completion of all intake documents in database and program releases with clients.
- Attend all multidisciplinary staffings with professionals on client "team"
- Documentation of weekly face to face client meetings
- Maintain regular communication and notification of pending meetings to all relevant parties affiliated with client. i.e. staffings with CHAFEE workers, school interventionists, etc.
- Maintain contact with CHAFEE caseworker, probation officer, parent(s)/guardian, interventionists and other involved parties.
- Ensure completed client file upon discharge and create a transition plan for any clients exiting drop in services
- Facilitate a transitional meeting with all relevant parties relevant to the client's case.



- Maintain and update files in real time including Salesforce and paper files
- Other duties as assigned by Lead Case Manager

### **Special Position Requirements**

Some travel as needed including transporting clients to appointments.

### **Compensation and Benefits**

Attention Homes offers competitive compensation and benefits such as PTO (or work/life solutions), medical, dental, and vision in addition to a 403(b) plan.

**Attention Homes is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.**

**Attention Homes is an Equal Opportunity Employer**

**To apply** for the Drop-In Case Manager position, send a resume, a cover letter describing your interest in this role, three references and your salary history to [contactAH@attentionhomes.org](mailto:contactAH@attentionhomes.org) with “Drop-In Case Manager” in the subject line. Please submit all resumes by email.