



Position Title: Case Manager (full time)

Reports to: Screening Site Coordinator; CCWS Program Director

Position Summary

The Wellness Screen Case Manager will oversee and participate in daily screening activities at assigned school sites, and work closely with Wellness Screen Clinicians as well as the Screening Site Coordinator. The Case Manager will be responsible for effectively communicating with parents, clinicians, students as well as school staff. Flexibility and ability to travel within school systems is a must. The Case Manager will be responsible for their assigned school's screening calendar and recording/reporting out of screening data to program and school staff regularly throughout the year.

Duties/Responsibilities

- Administer daily screening process to ensure adherence to best practice screening procedures
- Manage consent and assent process; distribute, receive and track forms
- Respond and communicate to school staff and parent questions about Wellness Screen Program
- Administer and score the screening tool either in confidential or classroom space
- Conduct debriefing interview with students as needed (at certain school sites)
- Provide case management according to Wellness Screen procedures in connecting families to resources that are recommended by Wellness Screen Clinician
- Deliver program presentations for students, parents and school staff within our school sites

Knowledge/Abilities/Skills for Success

- Assertive and direct communication skills
- Well-developed listening skills
- Excellent organization skills with attention to detail
- Well versed in the Wellness Screen program, policies, procedures and best practices
- Well versed in the mental health resources available in the community
- Ability to communicate difficult information in a confident and compassionate manner
- Persistent follow through to see that families are connected to recommended resources
- Ability to problem solve in the moment and perform at high level of independence
- Ability to remain calm during times of crisis, and follow proper protocol for urgent evaluations

Qualifications Required

- Minimum of a Bachelor's degree in psychology/social work or human services related field
- Minimum of 2 years work experience in a mental health setting
- Minimum of 1 year experience providing case management