



**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: 10/28/20



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**YHDP Youth Case Manager**  
**(Grant funded position)**

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**Summary of Functions**

The Youth Homelessness Demonstration Project (YHDP) Youth Case Manager will assist in carrying out the goals of the YHDP grant which are: 1) Stable Housing measured by the number of Youth and Young Adults (YYA) placed into Host Homes; 2) Permanent Connections measured by the number of YYA connected to positive social networks; 3) Education/Employment measured by the number of YYA connected to employment/educational pathways and 4) Social-emotional well-being measured by the number of YYA connected with cultural, social, emotional growth opportunities.

These goals will be obtained by working in partnership with youth and young adults (YYA) experiencing homelessness, their families of choice, hosts, and various community organizations and partners.

**Essential Duties and Responsibilities**

- 1) Coordination – Coordinates with other BPS staff and community partners to identify YYA experiencing homelessness or at-risk of homelessness
- 2) Crisis Host Homes – Assist in recruiting hosts to serve as crisis, short-term host homes to be available to YYA homelessness, at risk of homelessness, or experiencing crisis housing situations
- 3) Youth-Identified Host Homes- Assist YYA in identifying and accessing long-term, stable host homes
- 4) Professional Development- Provide training and support to YYA and hosts including conflict resolution and healthy relationships
- 5) Planning – Assisting in planning, implementing and providing YYA and host home with educational, employment and life skills workshops
- 6) Support Diversion Efforts – Assist YYA as needed with transitions to safer housing or educational opportunities
- 7) Supportive Services – Assist YYA with coordinated entry (screenings, referrals, and connection to appropriate housing services), case management, peer support, family reunification, and connections to cultural elders and spiritual leaders
- 8) Community Resources – Coordinate with community partners to provide YYA with the resources and permanent connections needed to navigate systems of care and achieve their goals.
- 9) Home Visits – Schedules and conducts regular home visits to provide support to YYA and hosts. Process information gathered from home visits to determine how best to meet the needs of students and hosts relative to supporting the YYA host home and success in their educational setting.
- 10) Public Relations – Presents a positive image of the YHDP project and BPS to the community and potential hosts; and conveys the school's genuine concern with the housing stability, education, growth and development of each YYA.
- 11) Record Keeping – Assists YHDP grant administrator in tracking data related to: 1) Stable Housing; 2) Permanent Connections; 3) Education/Employment and 4) Social-emotional well-being

- 12) Vehicle - Operates district vehicles in a safe manner and observes driving rules and regulations at all times. Ensures that the assigned vehicle is ready for use, notifying the supervisor as to major repairs and other work to be performed to keep such items in a safe and operational condition. Keeps the assigned vehicle clean with spare parts and supplies organized and secured. Except when assisting in police or public safety situations, confines such use strictly to school or district business (*personal use including riders not permitted*).
- 13) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or designate.

### **Organizational Relationships**

Supervised by and reports to the YHDP grant administrator or designee.

### **Qualifications**

- Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:
- ~~Bachelor's degree in education, social work or related field~~
- Two (2) years of experience and/or education in working with students in an academic capacity or a related field
- Valid Montana Driver's license and good driving record
- Ability to interact positively with students, staff and community
- Ability to assess threatening situations, make appropriate decisions and act quickly
- Good communication and organization skills
- Ability to handle details accurately
- Ability to work with others and without close supervision
- Physical ability to move quickly including running and to lift and move up to 60 pounds on a continuous basis for short periods of time
- Good work habits

**Desirable Qualifications** – Knowledge of local customs, community and families. Previous experience in a school or homeless assistance program. Familiarity with community support resources for parents and families. SOAR trained to assist YYA to connect with SSI/SSDI resources. Working ability in keyboarding and familiarity with desktop computers, preferably Google operating systems.

**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.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.