

Innovative Educational Programs, LLC

287 Childs Road
Basking Ridge, NJ 07920
908-630-9600

Job Title:	GRANT – CASE MANAGER	Job Category:	Professional		
Location:	Pathways Academy Charter School	Job Code:	IEP – Detroit, MI		
Level:	Professional	Position Type:	Full Time (12 Month)		
Salary:	Varies with experience	Exempt:	Yes		
Travel Required:	Little to none	Non-Exempt:	No		
Reports To:	Principal				
Hours of Work:	9:00am to 5:00pm, Monday through Friday				
Innovative Educational Programs, LLC 287 Childs Road Basking Ridge, NJ 07920		Pathways Academy Charter School 1140 East Jefferson Avenue Detroit, MI 48214			
Job Description					
Overall Responsibilities: The Case Manager will address the physical and social well-being of students ranging from seventh grade through twelfth grade. The Case Manager will provide guidance to students, parents and school staff. The goal is to work together to help clients establish goals and solve problems by communicating and providing referrals to other resources. When appropriate or necessary, the Case Manager may provide information for outside support services or agencies to help students deal with economic, emotional or physical challenges. The Case Manager will focus on students that are enrolled in the Michigan Adolescent Pregnancy and Parenting Program Key Tasks and Responsibilities: 1. Assesses students in terms of personal and family history, socio-economic and cultural differences. 2. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment. 3. Interprets the implications of significant social findings as a member of the child study team, and participates in educational planning for exceptional students. 4. Through the Comprehensive Baseline Assessment Tool support the client in identifying building, and applying his/her strengths 5. Maintains an ongoing relationship with families for the purpose of sharing information regarding educational planning and programming for the student; assisting the family in					

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utilizing appropriate community resources; and providing counseling to facilitate social adjustment.

6. Counsels groups of students and/or parents regarding social adjustment problems.
7. Serves as a case manager as assigned and maintains appropriate case records.
8. Assists in upholding and enforcing department rules, administrative regulations and board policy.
9. Maintains professional competence through in-service education and participation in professional development activities.
10. Case management focus with client is based on individual client needs and situation; including but not limited to basic needs, education, career, health, parenting, healthy relationships, contraceptive use and safe sex practices.
11. Support client in exploring his/her values, dreams, and hopes for the future.
12. Support client in identifying, building, and applying his/her strengths.
13. Monitor clients goal progress/completion.
14. Case Manager has a minimum of two face to face contacts with clients monthly.
15. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
16. Assumes other related duties/assignments assigned by the MIAPPP Director or school principal.

Skills and Attributes:

- Computer skills: Microsoft word, excel, powerpoint
- Advising and counseling skills
- Advocate for Individual Clients
- Advocate for the Community
- Assessment
- Care Planning
- Case Management
- Case Planning
- Compliance

Education/Certification/Experience:

- Bachelor's degree in social work (BSW), sociology, psychology or Human Services field preferred.
- 3 years of experience working with youth.

Reviewed By:	L. Cheval	Date:	May 10, 2019
Approved By:	M. Shawver	Date:	July 25, 2019
Last Updated By:	D. Meadows-Brown	Date/Time:	February 25, 2025

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I certify that I have read, fully understand and accept the terms of the foregoing job description.

Employee Name

Date