

# Job Posting

**Job Title:** Case Manager

**Agency:** Community Action Partnership

**Classification:** Non-Exempt

**Agency:**

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, and Housing.

**JOB SUMMARY:**

Provide effective evidence based services to post-adoptive, post-guardianship and kinship families. Collaborations with other agencies and local legal resources are encouraged.

**The Case Manager will be doing home visits in Chenango county.**

**JOB DUTIES:**

- The Case Manager will provide case management services to families in Chenango and Oneida counties.
- The Case Manager will conduct monthly home visits to develop a plan of care with the families.
- The Case Manager will provide information and referral services and facilitate appointments with social services, medical and mental health providers.
- The Case Manager will work with the Program Manager to coordinate and implement support groups and educational sessions for parents, caregivers and children.
- The Case Manager will maintain accurate files and documentation for each family participating in the program.
- The Case Manager will administer a satisfaction survey to caregivers and children over the age of 14 prior to a case closing.
- Ability to attend out of town meetings and trainings as required. Occasional evenings and weekend activities/events.

**QUALIFICATION AND SKILLS:**

- Minimum Bachelor's degree in Social Work, Psychology, or Human Services, or a Bachelor's degree in any field with 2 years' experience in case management is preferred.
- Associate's degree in Psychology or Human Services with 2 years' experience in case management.
- Must have driver's license and car.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.