

Position Title: Care Manager
Job Family: Professional
FLSA Classification: Exempt
Reports to: School-Based Programs Manager

Purpose of Position

The Girl Matters Care Manager works as part of a team to provide girl-centered services to girls and young women, and individuals who identify as girls/young women, in the Girl Matters: It's Elementary and Girl Matters: In the Middle programs, and Girl Matters: In the Community programs. This position acts as the point-person for on-site program activities at program schools, supervises volunteer interns, facilitates groups, and provides girl-centered care management as needed.

Essential Functions

- Work as part of a team to develop purposeful connections with girls, their teachers or service providers, and their families/caregivers
- Provide care management and support to individuals, families and groups
- Manage on-site program activities at assigned school(s)
- Model girl-centered practices for volunteer interns and school personnel
- Identify girls' individual needs and refer to appropriate community resources
- Advocate for girls' needs alongside and/or on behalf of girls in classrooms, administrative offices, staffings, and disciplinary hearings
- Build collaborative relationships with school and facility personnel who impact the lives of girls
- Train and supervise college-level volunteer interns to work one-to-one with elementary and middle school girls
- Provide training and technical assistance for school personnel
- Conduct girl-centered psychosocial assessments
- Develop strength-based care plans with the input of girls, their families, school personnel, and volunteer interns
- Provide compassionate access to girls and families in times of crisis
- Document interventions as required by internal policies & procedures to comply with applicable laws and contractual demands and to meet research needs
- Regularly communicate status of school-based programs and community groups to appropriate program managers
- Inform research and strategic advocacy agendas by elevating girls' voices and stories to Policy Center leadership
- Participate in DBWPC and Programming Team staff meetings and decision-making processes
- Provide Policy Center psychoeducational groups within the community and lock up facilities
- Guide volunteer interns in their capacity as group co-facilitators
- Prepare lesson plans and materials for groups

- Complete timely documentation of group sessions
- Participate in supervision

Secondary Functions

- Support DBWPC programs and events
- Review and update SAVVY Sister Manual and diversion class curriculum as needed
- Provide assistance and support for other Girl Matters: Continuity of Care Model Program components, as needed and appropriate

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces reflective practice
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, colleagues, and external partners, as appropriate

Individual:

- Ability to practice girl-centered interventions
- Experience facilitating therapeutic and/or programmatic groups
- Knowledge of resources available to girls and families in Duval, Clay, Nassau, St. Johns, and Baker counties; or demonstrated ability to develop resource networks
- Ability to document interventions appropriately and on deadline

Required Education and Experience

- Bachelor's Degree in social sciences field
- Two or more years' professional work experience in related field

Supervisory Responsibility

This position supervises volunteer interns.

Work Environment/ Demands

This position operates in multiple environments, including professional offices, locked detention facilities, schools, and community sites with varied levels of accessibility, including climbing different number of stairs.

- This position constantly uses standard office equipment such as computers and phones.
- This position transports supplies such as clothes, books, art materials, and food.
- This position is expected to occasionally pick-up items up to 20 lbs.
- This position constantly requires repetitive hand and wrist motions.
- This position constantly moves around from place to place to accomplish tasks, while stooping or stretching.
- This position requires remaining stationary in a sitting or standing position occasionally.
- This is a highly communicative position, requiring constant communication to exchange messages with clients, staff and community members.
- This position requires a constant ability to assess the level of accuracy, neatness and thoroughness of the work assigned.

Position Type/Expected Hours of Work

This is a full-time position. The nature of the work often requires employee engagement outside of traditional office hours, including late nights/early mornings and weekends. The individual in this position is expected to work with colleagues to ensure that girls are able to connect with a Policy Center team member at any time.

Travel

This position requires daily travel throughout the Jacksonville metro area and surrounding counties and occasional travel throughout the state of Florida.

The individual who fills this position must have a valid driver's license and will be required to maintain minimum personal auto liability insurance of \$100,000/\$300,000 while employed with the Policy Center.

Work Authorization/Screening Requirements

DBWPC participates in E-Verify. Upon offer and acceptance of employment, the Policy Center will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.

If you are interested in applying, please visit www.seethegirl.org/careers