



Counseling
Advocacy
Support Groups
Transitional Housing
Life Skills Training
Education

Transforming Lives Shaping Generations
704-263-4204 † www.KDMonline.org

Majority of the on-duty work hours for this position:

PART TIME: Schedule can be anytime 8am – 5pm Monday thru Friday PLUS overnights and weekends at shelter locations, as needed.

Job Description:

Assistant Case Plan Manager – PART TIME

POSITION SUMMARY:

The Assistant Case Plan Manager (ACPM) serves as the right hand to KDM Program Directors in an effort to assist with the day-to-day scheduling of program participant activities as well as coordination of provision requests and transportation. The ACPM will assist in development and delivery of academic and life skills training to KDM program participants. The ACPM works closely with KDM leadership to ensure delivery of quality services to the program participants consistent with the organization's mission and policies. The ACPM provides direct supervision to program participants per established program policies maintaining scheduling and transportation coordination for all program participants assigned.

Reports to the Emerald House Program Director

SPECIFIC DUTIES AND RESPONSIBILITIES

- Assist in case plan management for assigned KDM program participants. Make records of each day's activities, assign rooms/work areas, note supply needs, schedule approved maintenance, and distribute mail.
- Schedule transport of program participants to medical, educational, and counseling appointments, and other program activities.
- Ensure adequate chaperone coverage for program participants for activities, special events, and trips.
- Record Special Incident Reports, Participant Progress Reports, and all other required reports and paperwork per established policies and guidelines.
- Facilitate and/or coordinate approved curriculum for program participants.
- Consult with Program Directors regarding behavioral problems of program participants, crisis issues, and emergencies as they occur.
- Maintain written documentation on program participant's progress per policies and guidelines.
- Attend organization events and/or training outside prescribed work hours as requested.
- Assist in any other function as needed to fulfill the Ministry's mission as directed.

LEADERSHIP:

- Strong Christian leader with an active and dynamic spiritual life.
- Demonstrate strong trust in God as provider of all necessary ministry resources.
- Ability and willingness to share faith with individuals who interface with the Ministry.
- Strong interpersonal, motivational, leadership, communication, and organizational skills.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional activities.

ESSENTIAL JOB FUNCTIONS:

- Very strong writing and verbal skills required with the ability to communicate clearly and concisely with individuals possessing varying levels of education and experience.
- Ability to maintain organization of multiple changing schedules.
- Works with KDM leaders and staff to discuss program participant plans and assist in oversight and execution of treatment plans and goals.
- Provide on-site crisis support, mentorship, and encouragement for program participants.
- Assist in assurance of adequate support supervision for program participants.

QUALIFICATIONS:

- Demonstrates deep understanding of and commitment to Christ and a passion for seeing KDM target population develop faith in Christ.
- Ability to work independently and as part of a cohesive Christ-centered team.
- Ability to remain calm in stressful emotional situations.
- Commitment to respectful, open colleague communications.
- Desire associate degree, some education and experience in psychology, social work, human-services field, and/or ministry leadership.
- Required: valid driver's license and acceptable driving record. Able to pass a background check, and periodic drug tests. Be at least 35 years of age, non-smoker/vaper.