



## **BOYS & GIRLS CLUBS OF ST. CHARLES COUNTY**

### **COMMUNITY HEALTH/ CASE MANAGEMENT SPECIALIST**

REPORTS TO: Chief Executive Officer

Boys & Girls Clubs of St. Charles County (BGCSTC) seeks an emotionally intelligent Community Health/Case Management Specialist to serve as an advocate and support to young people, fostering their coping mechanisms to improve their daily lives, school and peer experiences, and family relationships. The Case Management Specialist is responsible for teaching health education programs to Club members, connecting with families, training Club staff on social/emotional best practices, and serving as a liaison between unit leadership, the administrative team, and external care providers. This full-time position is based at the O'Fallon Club Unit of Boys & Girls Clubs of St. Charles County and will provide support between all units with O'Fallon being the primary site.

FLSA: Full Time Exempt with Benefits (health insurance, PTO, sick leave, pension plan)

SALARY RANGE: \$38,000-44,000 annual salary (based on education/experience)

#### **Primary Responsibilities**

- Plan, coordinate, manage, and implement support packages to help BGCSTC members ages 6-18 deal with difficulties and overcome dependencies
- Provide social support and interventional counseling as needed
- Maintain confidentiality
- Collect and report data in a timely manner
- Interview members and families and assess their current situation, needs, strengths, and opportunities for growth
- Connect community members to the mental health, medical care, and social services needed
- Address each case as a unit and set tailored, measurable goals
- Monitor and evaluate progress and modify treatment plans accordingly
- Teach mental health education, prevention, and other healthy lifestyle programs to Club members
- Offer information and feedback on the best course of action during program sessions
- Maintain accurate records and report on member's status
- Cooperate with multidisciplinary teams both internally and externally

#### **Requirements and Qualifications**

- BS degree in social work (BSW), psychology, health education, or sociology
- Proven experience in related fields
- Working knowledge of social theories and practices
- Social perceptiveness and empathy
- Ability to build and maintain professional helping relationships with children and adults
- Ability to relate and communicate with diverse population and groups
- Strong written and verbal communication skills
- Resilience
- Case management skills

- Knowledge of Medicare/Medicaid
- Friendly, compassionate, and empathetic personality
- Desire to help others
- Ability to problem solve
- Reliable transportation
- Ability to work some evenings and weekends and to work remotely as needed

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act. The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Boys & Girls Clubs of St. Charles County is an equal opportunity employer.

**To apply:** Send cover letter and resume (including 3 references) to: [kenglert@bgcstc.org](mailto:kenglert@bgcstc.org) using the phrase "Community Health" in the subject line.