



## **LEAD CASE MANAGER**

### DEFINITION

Under direction, to oversee and manage the student case activities of job coaches in programs such as the Transition Opportunity Program; to act as liaison with the business and education communities; to facilitate collaboration amongst programs serving the disabled; and to perform other job-related duties as required.

NOTE: Continuation of this position is dependent upon continuation of grant funding.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversees on-going student case duties/activities of job coaches.

Provides and/or monitors consultations and support activities to employers and other agencies.

Coordinates weekly staff meetings to review cases and update program goals and statistics.

Provides liaison with other supported employment agencies such as Department of Rehabilitation, Habilitation and Regional Center of the East Bay.

Represents the program in providing employment outreach to industry, education advisory groups and at business fairs.

Develops and distributes program literature such as brochures, information sheets, and handbooks.

Gathers statistical data and prepares reports.

Assists with overall program operations.

### QUALIFICATIONS

Knowledge of:

Cooperative interagency programs at the secondary school level;

Trends and issues surrounding transitional employment programs;

Current state and federal laws, rules and regulations affecting transitional employment and the disabled;

Various state and local agencies that interact with and support assigned program activities.

Ability to:

Effectively manage case activities of job coaches;

Independently represent program in the community;

Communicate effectively in both oral and written form;

Prepare and make presentations to small and large audiences;

Design, compose and prepare publicity literature and materials to promote program;

Compile statistical data and prepare reports;

Operate a personal computer and utilize a variety of software;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to the completion of a course of study leading to a bachelor's degree in a field related to assigned job responsibilities. Additional related experience may be substituted for the required education on a year for year basis.

Experience: Four years of increasingly responsible related experience.

**NOTE:** Possession of a valid California Drivers License is a continuous requirement.

N: 5/96

R: 2/97