

The Cove- Heart of Texas, Inc.
JOB DESCRIPTION

Job Title: Temporary Case Manager - May
Reports To: Director of Student Services
Position Type: Part-time, Temporary (20 hrs/wk)
Updated: March 2019

Wage/Hour Status: Hourly
Location: Waco, TX

Primary Purpose of the Cove:

The mission of the Cove is to give youth experiencing homelessness a safe place to thrive. Young people experiencing homelessness are some of Waco's most vulnerable citizens. These youth have been shown to be more prone to sexual and emotional abuse, human trafficking, depression, suicide, HIV, and substance abuse. Over 335 high school students in Waco ISD were identified as homeless for the 2017-18 school year. 160+ of those were also unaccompanied, meaning they were experiencing homelessness by themselves, not in the care of a parent or legal guardian. The Cove is an after-school teen nurturing center for young people experiencing homelessness in Waco ISD.

Position Summary:

The Temporary Case Manager will provide case management services to youth experiencing homelessness in the Waco ISD school district during regular operating hours in the month of May, 2019.

- Work with a caseload of 5-15 students assigned by the Director of Student Services
- Connect students to community resources and provide referrals to appropriate agencies
- Lead community group once a week
- Ride the bus with the students to take them where they will stay at least once a week
- Connect students with appropriate volunteers for mentoring, tutoring, or job skill development
- Work with students on their identifying goals and working with the students to plan to accomplish those goals, specifically around education, health, sustainable living, and social and emotional health.
- Document all client interactions and meetings using HMIS software in a timely and accurate fashion

Skill and Education Requirements:

- Bachelor's degree in social work, psychology, or other related field or pursuing education in one of those fields. Previous experience working with youth or children. Previous experience with case management preferred.
- Pass a background check prior to start date.
- Attend preliminary case manager training prior to start date. (April 22-23rd)
- Participate in weekly staff meeting.
- Possess strong verbal and written communication skills.

Hours: 20hr/week

Payrate: \$15/hr

Dates: May 1st-May 30th Monday-Thursday 4-6PM or 6-8PM

Accepting applications NOW Please send a cover letter, resume, and references to thecovewaco@gmail.com