

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	SANDAPP Supervising Case Manager	REPORTS TO:	Program Supervisor
DEPARTMENT:	Office of the Associate Superintendent	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	038
			AASD Supervisors'
REVISED:	December 13, 2007		

BASIC FUNCTION:

Supervise case management and clinical staff of the district's San Diego Adolescent Pregnancy and Parenting Program (SANDAPP); coordinate caseload management and quality assurance within the program; assist with hiring and training; evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assign work to and oversee daily activities of assigned staff in individual and/or group settings. **E**

Coordinate caseload management within the department; plan, assign, and monitor the work of assigned staff. **E**

Review and approve client/family service plans. **E**

Review case files of clients to ensure contract compliance and quality assurance. **E**

Train, supervise and evaluate the performance of assigned staff and interns; plan and conduct meetings and staff development activities. **E**

Coordinate agency activities and represent SANDAPP at various meetings. **E**

Explain district procedures to staff, interns, clients, parents, and public agencies and assist Program Supervisor in the development, evaluation, implementation and revision of policies, procedures, grants, budgets, and other program related documents. **E**

Gather data and prepare a variety of written and statistical reports. **E**

Assist Program Supervisor in hiring and training of all staff. **E**

Evaluate and identify training needs for assigned staff. **E**

Act on behalf of the Program Supervisor when necessary. **E**

Accomplish assigned projects. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a master's degree in social work, psychology, counseling, or related field with a minimum of 4 years experience in program coordination, supervising staff, counseling, case management and/or crisis intervention to children, adolescents, and their families. Experience in providing supervision to clinical interns is desirable.

LICENSES AND OTHER REQUIREMENTS:

Licensed by the State of California as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist.

Possession of a valid California driver's license and availability of private transportation is required (mileage expense allowance provided) to travel to other sites and make home visits as necessary.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community resources, health care social service systems and family dynamics.

Technical aspects of field of specialty.

Brokerage model of case management.

Interviewing and assessment techniques.

Crisis intervention and group interaction techniques.

Oral and written communication skills.

Modern administrative and office management procedures and methods.

Various software applications, including Microsoft Excel, Word and PowerPoint.

Budgetary principles and procedures.

Reading and writing English communication skills.

ABILITY TO:

Provide individual and group supervision to clinical and case management staff.

Coordinate caseload management and conduct case file reviews.

Train, supervise and evaluate the work of assigned staff.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Communicate effectively and maintain cooperative relationships.

Plan and organize work.

Meet schedules and time lines.

Develop and maintain recordkeeping systems and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment, travel to other sites.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, and perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 12.13.07

Job Code 6931

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