

**Buckner Children and Family Services, Inc.**  
**OPEN POSITION POSTING**

**Opening Date:** June 21, 2010 **Closing Date:** Until Filled

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**Position Title:** FYI Case Manager **Position Status:** Full-Time, Exempt

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**Department/Division:** FYI Program

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**Location:** Lufkin, TX

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**BASIC FUNCTION:**

Provide case management services to foster care youth preparing for adulthood and to alumni who have previously been in Texas Department of Family and Protective Services (TDFPS) conservatorship desiring to improve their self-sufficiency.

**Position description/objective:**

- \*1. Assist eligible program participants with creating self-sufficiency plan that includes education, vocational training, employment, and living skills.
- \*2. Provide case management services, including, but not limited to, reviewing, evaluating, and updating individualized service plans, case notes, financial distributions, and referrals.
- \*3. Assist program participants with accessing community resources, including, but not limited to, assisting with program enrollments, assisting with obtaining housing, and other services.
- \*4. Develop professional relationships with institutions and agencies that provide education, job training, living skills training, employment services, housing, and child care services in order to coordinate services for program participants.
- \*5. Assist with development and implementation of program materials, including the development and delivery of independent living skills curriculum.
- \*6. Travel as needed throughout a multi-county region to provide services to eligible clients and help develop programs to enhance the delivery of services to clients.
- \*7. Timely and accurately complete documentation required by the TWC grant in accordance with established guidelines and procedures.
- \*8. Liaison to community and speak on behalf of Buckner to promote the FYI program. Represent Buckner to outside agencies and their representatives, including TDFPS, TWC and Casey Family Programs.
- \*9. Work with FYI Program Coordinator to engage alumni in the activities of the program/center; participate in an alumni advisory group.
- \*10. Maintain compliance with all Buckner policies, procedures and requirements. Maintain compliance with all state and federal laws and regulatory requirements.
- \*11. Accurately and timely maintain web-based data for Casey EmPLOY program in accordance with established guidelines.
- \*12. Cultivate and monitor relationships with outside service providers, agencies and organizations to develop relationships to enhance the delivery of services to clients.

- \*13. Work successfully as part of a team and responsible for developing then maintaining strong working relationships with co-workers.
- \*14. Attend and participate in staff meetings and training as required.
- \*15. Perform general office tasks as required.
- \*16. Perform special assignments, projects, and other duties as required.

Numbers 1, 2, 3, 5, 6, 7, 10, and 11 are considered Primary Duties for this job.

\* Indicates essential functions of the job.

### **Required skills and experience:**

1. Requires in-depth understanding of a comprehensive field of knowledge normally associated with the attainment of a Bachelor's Degree in social service or a related field. Bachelor's Degree in a related field required. Minimum 1 year prior related casework experience required.
2. Requires proficient knowledge of and/or work experience using community resources.
3. Requires prior related experience in delivering services to youth and/or young adults. Experience in the delivery of vocational or other self-sufficiency services preferred.
4. Requires knowledge and understanding of the legalities involved with medical intervention.
5. Requires proficient ability to speak, read and write English.
6. Requires ability to speak clearly and make self understood effectively in fact to face interactions; articulate with accuracy to speak on the phone. Requires excellent interpersonal skills and verbal and written communication skills.
7. Requires ability to hear and receive verbal instructions, answer phones, communicate with people in situations with some background noise.
8. Requires ability to maintain confidentiality.
9. Requires excellent organizational skills and attention to detail.
10. Requires the ability to effectively work under pressure and remain flexible as priorities change.
11. Requires ability to work under minimal supervision while exercising excellent professional judgment.
12. Requires the ability to use analytical thinking to solve problems and present viable solutions.
13. Requires ability to effectively and professionally facilitate meetings and workshops to clearly deliver information to clients and others.
14. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required. Requires proficient working knowledge to timely and accurately operate other office equipment such as telephones, copy machines, calculators, fax machines, etc.
15. Requires commitment to Christian principles and teachings both professionally and personally.
16. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy. Must be age 21 or older to drive on behalf of Buckner.
17. Requires the ability to travel as required using various modes of transportation. Requires the ability to provide personal transportation on an as needed basis to perform job functions in the community.

18. Requires ability to use up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force continuously to move objects and/or people.
19. Requires ability to walk, stand and sit, sometimes for prolonged periods of time. Requires ability to grasp, push, pull, carry, or otherwise manipulate objects.
20. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.

**Contact: Human Resources  
Buckner Children and Family Services, Inc.  
3402 Daniel McCall, Suite 21  
Lufkin, TX 75904  
Attn: Marisa Phillips**

**Phone: 936-637-3300**

**Email: [resume@buckner.org](mailto:resume@buckner.org) or [mphillips@buckner.org](mailto:mphillips@buckner.org)**

**Buckner Children and Family Services, Inc. is an Equal Opportunity Employer.**