

Case Manager for TBRI® Services Job Description

JOB DESCRIPTION:

Duties may include, but are not limited to the following:

Responsibilities:

- Must promote a positive/professional attitude to all Volunteer for Youth Justice employees, volunteers, and business partners.
- Must be consistent in checking and answering the VYJ assigned email account.
- Responsible for working alongside of the CPSB team to ensure that the Caddo Parish Trauma Responsive District Plan is being implemented.
- Participate in continuing education, including strategies to develop and enhance training skills as related to training TBRI® Principles.
- Create and compile TBRI® program data for grant and community partner reporting.

Duties:

- Receives referrals from Trauma Informed Specialists with the CPSB and coordinates action plans for schools requesting services.
- Meets directly with CPSB staff to design the 24-hour TBRI® Caregiver training schedule for administration, teachers, counselors, school resource officers, cafeteria workers, bus drivers, etc.
- Coordinates with TBRI® Facilitators to implement training schedule.
- Coordinates with TBRI® interventionists to work with the school staff after training for on-site crisis intervention.
- Travels to schools to ensure that TBRI® principles are being implemented
- Work alongside other members of VYJ Trauma Response Team and school staff to provide a TBRI® atmosphere for children in crisis within the school setting.
- Serve as initial point of contact and support for students and school staff providing trauma-focused tools for intervention.
- Coordinate and facilitate TBRI® related activities and/or events for students, such as nurture and playful engagement groups.
- Responsible for collecting training and intervention data and reporting back to CPSB.
- Must be a team player working alongside other TBRI® trained professionals

- providing intervention on campus.
- Attend school-based strategy meetings for the upcoming school year to assist in scheduling parent and teacher trainings.
- Conducts screenings for families as needed.

QUALIFICATIONS:

- A Bachelor's or Master's degree in social service-related field or equivalent combination of education and experience in child related behavioral issues.
- Must be proficient in Microsoft Office.
- Knowledge and understanding of issues and dynamics within families in crisis, as related to child abuse and neglect.
- Possess excellent written and verbal communication skills.
- Must complete the 24-hour TBRI® Caregiver training upon hire.
- Must be willing to become a TBRI® Practitioner as the opportunity presents itself.