



**Position:** Case Manager 2

**Program:** Healthy Start

**Supervised By:** Delco First Team Leader

**Salary:** \$39,520

**FTE:** 1.0 FTE

**Benefits:** (Full-Time) Medical, FSA, HSA, Dependent FSA, Limited FSA, Vision, and Dental Benefits  
Employee Assistance Program  
Retirement Plan with Employer Matching  
Paid Maternity (Childbirth) and Parental Leave

### **Responsibilities**

The Case manager is responsible for providing a high level of case management services to a minimum of 20 pregnant and postpartum Keystone First members. Case managers provide home visits to assess participant needs and provide education utilizing evidence-based tools/curricula. Case managers assist participants in identifying barriers to accessing health and social services and collaborate with participants and service providers in eliminating these barriers. Case managers work closely with other agencies and programs to ensure families receive appropriate and adequate support without duplication of services. Responsibilities also include participation in outreach and recruitment strategies to identify potential participants, documentation, and data entry. Case managers must maintain the confidentiality of participants, employees, and other confidential information covered by regulations and professional ethics.

### **Qualifications:**

- High School diploma required with more than 5 years of experience; Bachelor's Degree preferred in Human Services.
- Experience working with and delivering services to diverse and vulnerable populations.
- Experience in Maternal and Child Health is a plus.
- Strong interpersonal communication and organizational skills are required.
- Basic computer, typing, and data entry skills with the ability to use Microsoft Office Suite.
- CPR certification required.
- Child abuse clearances as mandated by PA Act 33 required.
- Valid driver's license required.

- Must be able to work a flexible schedule including some evenings and weekends.
- The ability to travel throughout Delaware County. Basic computer, typing, and data entry skills with the ability to use Microsoft Office Suite.

**Physical Requirements:**

- Able to sit and drive for lengthy periods of time to visit clients
- Able to carry and move supplies for visits up to 25lbs.
- Will require fine motor skills for typing and writing notes and data entry

**The Foundation for Delaware County has the following mandates:**

- Annual Influenza Immunization (**during flu season**)
- COVID-19 Vaccinations, including the **Bivalent Booster**
- All **nonvaccinated** new hires **must have the COVID-19 vaccinations before their start date.**

As an organization with public health programs, we must continue to protect the safety of our clients, our community, and ourselves by doing all we can to reduce the impact of COVID-19 and the Influenza disease.

*The Foundation for Delaware County TFDC is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County.*

**This position is grant-funded and contingent upon grant funding. If the grant funding is exhausted, this position may be reduced in hours or eliminated.**

Interested applicants should send a resume and cover letter to:

[HumanResources@delcofoundation.org](mailto:HumanResources@delcofoundation.org)