



**Position:** Case Manager

**Program:** Healthy Start

**Supervisor:** Healthy Start Team Leader

**Salary:** \$19.20 per hour

**FTE:** 2

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## Benefits

The Foundation for Delaware County (the Foundation) offers a competitive and comprehensive benefits package to support the well-being and professional growth of our employees, including:

- **Health Insurance:** Choice of two Independence Blue Cross Personal Choice PPO medical plans, each paired with a Medical Expense Reimbursement Program (MERP) through Nonstop Health, covering eligible in-network medical and prescription expenses.
- **Dental and Vision Insurance:** Coverage for routine cleanings, exams, major dental work, and allowances for glasses or contact lenses.
- **Maternity and Parental Leave:** Paid leave for birth and non-birth parents, ensuring time for family bonding and recovery.
- **Retirement Plan:** 403(b) plan with an employer match of up to 4%, with immediate vesting.
- **Income Protection:** Short-term and long-term disability insurance, plus employer-paid life insurance equal to one year's salary.
- **Flexible Spending Accounts (FSA):** Tax-advantaged accounts for healthcare and dependent care expenses.
- **Paid Time Off (PTO):** Generous PTO policy, including rollover options, 10 paid holidays (including Juneteenth and Election Day), and 2 floating holidays.
- **Employee Assistance Program (EAP):** Free, confidential counseling and support for legal, financial, and personal challenges.
- **Workplace Flexibility:** Hybrid work arrangements and telecommuting options to support work-life balance.
- **Professional Development:** Access to ongoing training opportunities, with potential certification support based on budget availability.
- **Voluntary Benefits:** Additional coverage options, including accident, critical illness, hospital indemnity, and whole life insurance.

This robust package ensures employees have the resources they need to thrive professionally and personally, reinforcing the Foundation's commitment to its team.

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## **Responsibilities**

The Case Manager is responsible for providing telephonic case management to 30–40 low/moderate risk pregnant and postpartum participants. Responsibilities include:

- Conducting periodic home visits, including education, evaluations, and screenings.
  - Assisting participants in identifying and overcoming barriers to accessing health and social services.
  - Collaborating with participants and service providers to eliminate barriers and ensure appropriate support.
  - Developing and monitoring participant goals to improve health and well-being.
  - Engaging with other agencies and programs to coordinate comprehensive family support services.
  - Participating in outreach and recruitment strategies to identify potential participants.
  - Documenting contacts, maintaining accurate records, and entering data into relevant systems.
  - Preparing progress reports and ensuring compliance with program requirements.
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## **Qualifications**

- High school diploma with 5 years of experience; a bachelor's degree in human services preferred.
  - Experience working with and delivering case management services to vulnerable populations.
  - Knowledge of Maternal and Child Health issues is a plus.
  - Experience working with diverse populations, communities, and organizations.
  - Strong interpersonal and organizational skills.
  - Excellent written and verbal communication skills.
  - CPR certification required.
  - Child abuse clearances as mandated by PA Act 33 required.
  - Valid driver's license required.
  - Basic computer, typing, and data entry skills with proficiency in Microsoft Office Suite.
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## **Mandates**

- Annual Influenza Immunization (during flu season).

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

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### **Equal Opportunity Employer Statement**

The Foundation for Delaware County is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We strongly encourage individuals from diverse backgrounds, including those from historically marginalized communities, to apply. We use a supportive and collaborative approach in both our internal operations and throughout our work with community partners in Delaware County.

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### **Additional Information**

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

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### **Application Instructions**

Interested applicants should send a resume and cover letter to:  
[HumanResources@delcofoundation.org](mailto:HumanResources@delcofoundation.org)