

## **PART TIME PROGRAM ASSOCIATE/CASE MANAGER**

### **AMANDA'S EASEL ART THERAPY PROGRAM**

#### **OF**

### **180 TURNING LIVES AROUND**

Position available for a part-time program associate/case manager for the Amanda's Easel Art Therapy Program of 180 Turning Lives Around.

#### Responsibilities Include:

- Conduct intakes with clients as needed.
- Maintain accurate and complete records on all clients, including case manager notes, follow-up and referral information.
- Assess special needs and services for assigned families.
- Plan, coordinate, establish links and monitor community treatment services for assigned families.
- Refer and follow each assigned client through psychological, educational, and recreational intervention and ensure participation requirements are met.
- Conduct community outreach, in-service, and written presentations as needed.
- Attend and participate in supervision and staff meetings as indicated.

#### Qualifications:

- Minimum BA in social work, counseling or related field.
- One to three years experience with children and families affected by domestic violence.
- Minimum three years office experience.
- Excellent verbal and written communication skills in order to work with multiple groups both internally and externally.
- Strong computer, organization, and communication skills.
- A NJ driver's license in good standing is required.
- Bi-lingual Spanish preferred.

Please send resumes to: 180 Turning Lives Around, 1 Bethany Rd., Bldg.3, Suite 42, Hazlet, NJ 07730; fax to: 732-264-8655; or e-mail to [gerit@180nj.org](mailto:gerit@180nj.org).