



**DEPARTMENT OF HEALTH & REHABILITATION
DIVISION OF COMMUNITY HEALTH SERVICES**
465 Martin Luther King Boulevard, Room 413, Newark, NJ 07102
Telephone: (973) 395-8455, Fax: (973) 395-8897
www.essexcountynj.org

Joseph N. DiVincenzo, Jr.
Essex County Executive

Frank Del Gaudio
Department Director
Eileen Fishman, BS, RPh
Division Director

Job Vacancy Posting

ISSUE DATE: June 17, 2024
LOCATION: Essex County, NJ
RANGE: \$52,661 - \$75,841

POSITION: Community Youth Worker (Case Manager)

CASE MANAGER JOB DESCRIPTION

The Essex County Special Child Health Services Case Management (SCHS CM) Unit seeks a Case Manager to be part of our team to provide Case Management services to families with Children and Youth with Special Health Care Needs (CYSHCN). The candidate must use a team approach to obtain services for CYSHCN from birth to 22 years old by being culturally sensitive, in a language understood by parents, and establishing linkages in the community.

The SCHS CM unit aims to facilitate appropriate comprehensive services for families with CYSHCN and link families to support and services in the community. Case managers accomplish these goals by communicating with the parent/guardian and child regarding their needs, discussing options, coordinating, and assessing services, monitoring outcomes, and advocating for families.

EXAMPLES OF WORK

- Maintains a system of records and files that include entries in a daily log reflecting individuals' needs, problems, and progress.
- Maintains essential records and files.
- Ability to develop and maintain effective working relationships with other community agencies ex. School districts, community agencies, and home care services.
- Maintain contact with SCHS registrants and initiate case management services, and assist in the coordination of care, including documentation of linkage to PCP (primary care physician) and other specialties in a manner that is sensitive to culture and language.
- Ability to efficiently facilitate team meetings with families and other professionals.
- Maintain effectively organize work, establish priorities, and complete assigned duties with minimal supervision.
- Assist families in accessing appropriate and cost-effective medical, pharmaceutical, and ancillary services.

REQUIREMENTS

- Selected candidate will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
- Must possess a bachelor's or Master's (BSW/MSW) degree in social worker or a Nurse (BSN) and one year of experience in pediatric case management for CYSHCN.
- Knowledge in CYSHCN Medical, developmental disabilities, and knowledge of infant and early childhood development.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.
- Possess strong and effective verbal and written communication skills and express oneself professionally and in a professional manner.
- Strong team player, willing to take direction, initiate business activities and work with management staff and peers.
- Experience using Microsoft Office and ability to use technology as provided by the agency effectively.

Interested applicants should submit a resume to: mosorto@dchs.essexcountynj.org