

## H.M. Life Opportunity Services

<b>JOB TITLE:</b>	<b>Family Development Specialist (Case Manager)</b>
<b>STATUS:</b>	<b>Part-Time</b>
<b>SHIFT:</b>	
<b>LOCATION:</b>	<b>Akron, Ohio</b>
<b>CASE LOAD:</b>	<b>Maximum of 12 Families</b>
<b>ASSIGNMENT:</b>	<b>Part-time, onsite, case manager for transitional housing program</b>
<b>EXAMPLES OF SPECIFIC DUTIES:</b>	<ul style="list-style-type: none"> <li>• Assessing needs and obstacles applicable to family stability and permanent housing</li> <li>• Preparation procedures for new participant move-ins</li> <li>• Orientation of designated new participants to HMLOS program requirements and services</li> <li>• Development with participant of realistic and achievable case plan, including but not limited to educational, economic, social, emotional and physical goals, options, milestones, action steps, and timetable</li> <li>• Consultation with appropriate HMLOS Program Services Staff on initial service plan to develop referrals, resources and supportive services</li> <li>• Ongoing contact with family including weekly casework sessions, family meetings, childcare assessment, crisis intervention, referral and ongoing life skills development</li> <li>• Assessment of progress toward goals, updating and modifying individual service plans</li> <li>• Documentation and record maintenance of all contacts and correspondence relevant to services given designated participants</li> <li>• Documentation and record maintenance of all significant intervention, diagnostic action steps, progress reports, row data and utilization of referral services</li> <li>• Coordination of weekly group meeting for designated program participants and relevant documentation</li> </ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Bachelor or Master in Social Work, Counseling, or related degree.</li> <li>• Must have good organizational, interpersonal and communication skills.</li> <li>• Experience with domestic violence, chemical dependency and mental health issues preferred.</li> <li>• Must have a valid Ohio driver's license and reliable transportation.</li> </ul>
<b>AGENCY CONTACT INFORMATION:</b>	<b>H.M. Life Opportunity Services</b> <b>Attention: Melissa Massey-Fliin, Program Director</b> <b>1815 W. Market Street, Suite #102</b> <b>Akron, Ohio 44313</b> <b>FAX: (330)-376-2277</b>
<b>APPLICATION INSTRUCTIONS:</b>	<b>Fax resume and detailed cover letter to (330) 376-2277</b>

**H.M. Life Opportunity Services is an Equal Opportunity Employer  
and Provider of Services.**