

Knowledge Quest is a non-profit organization operating in the South Memphis Community. We exist to vigorously equip youth and their families to maximize their potential through education, wellness, and economic stability. We invite you to join our mission.



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o provide

quality case management services to individuals and families served.

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- Conduct preliminary program enrollment interviews and initial assessments
- Provisions of ongoing case management and support to families served based on program standards and requirements
- Completion of timely written assessment and other required file documentation
- Develop individual CARE plans based on the Arizona Self-Sufficiency Matrix for assigned families
- Assist in the planning and execution of FSI training, parent meetings and workshops, Family Community Circles, and other events designed for the engagement of families;
- Facilitate regular follow-up calls, home, and office visits, and basic case management functions to new, active, and aftercare clientele.
- Maintain efficient and complete case records as required by the agency and by all licensing bodies;
- Guide clients in the development of personal/family goals and action plans to reach those identified goals
- Enter and track required program data and evaluation
- Attend meetings, workshops, and training for professional development as required
- Participate in regularly scheduled individual supervision with FSI Program Director
- Cultivate community resources with current and potential community stakeholders;
- Support the monitoring and supervision of program participants by maintaining order and ensuring safety
- Engage with existing community partners as well as participate in the process of exploring and identifying new community partners and resources for the purpose of client goal attainment
- Perform other duties and responsibilities as assigned or directed

Training and Professional Development:

T2 Certification in Transition to Success Model

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***Minimum Qualifications***

Education: Master's degree in Social Work or a related field preferred; will accept Bachelor's degree in social work or a related field with at least two years of experience in the field of social work or a comparable setting

***Physical Requirements***

Work requires the physical demands of standing, bending, lifting, or performing other work requiring light physical exertion (up to 30 pounds) in addition to frequent walking and digital dexterity.

***Environmental Conditions***

Work is performed under basically normal working conditions as in a standard office environment.

**Job Type:** Full-time