



Residential Case Manager Position Announcement

General Statement of Duties

Provide a safe, secure and supportive environment for youth at Parrott Creek. Supervise youth during group times, free time and recreational activities. Provide case management for all youth in the residential program.

Principal Duties

- Supervise youth in the milieu during lunch and breaks
- Provide activities and organization for days youth are not in school
- Train staff, interns and volunteers
- Manage the youth's medical needs, arrange transportation for doctor, hospital visits if necessary
- Monitor youth's medication, order refills and pull medication for all three shifts.
- Arrange home visits working cooperatively with the youth's therapist and family
- Monitor the youth's allowance and budgeting
- Track the youth's restitution and ensure it is paid on a regular quarterly basis
- Manage youth's clothing inventory and clothing needs, arrange transportation if youth needs to be taken shopping
- Help with scheduling for breaks
- Help facilitate special programs such as the garden project, music project or comic book group. Assign staff to these projects when appropriate
- Answer phones and greet people as they arrive at the program
- Communicate with OYA and Juvenile Court Counselors

Requirements Knowledge Skills and Abilities

- Applicant must be able to communicate effectively both verbally and in writing
- Have the ability stand for long periods
- Ability to lift 50 pounds
- Computer experience, proficiency with Microsoft Office preferred
- Ability to work over uneven terrain
- Work cooperatively within a team
- Have a valid Oregon Driver's License and good driving record
- Be able to drive a 12-seat passenger van.

Education Experience and Training

- The applicant should have a Bachelor's Degree in related field and experience in youth care is preferred. Applicant must also have a current First Aid and CPR certification and Food Handler's card.
- This position is hourly and non-exempt and is considered non-essential for severe weather policy.
- Starting hourly rate is \$23.00
- Automatic 50 cent increases every six months.

TO APPLY

Interested candidates please send resume w/cover letter to one of the following:

Mail: Parrott Creek Child & Family Services

1001 Molalla Avenue, Suite 209, Oregon City, OR 97045

Email: resumes@pcreek.org

Fax: 503-655-8908

A Note to Potential Candidates:

Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that is welcome. We would strongly encourage you to apply, even if you feel you do not meet every one of the qualifications described. ***Parrott Creek is an equal opportunity employer and we encourage candidates of diverse backgrounds to apply.***