



Job Title: Intake Assessment/Case Worker  
Reports to: Program Director  
Job Type: Full-Time  
Salary Range: \$40,000 - \$45,000  
Number of hires for this role: 1

### **About the Urban League Twin Cities (ULTC)**

For more than 90 years, Minnesotans have looked to the Urban League as a source of strength in the community. From employment to education to engagement, the Urban League seeks to help African descendants strive for and achieve economic empowerment and self-sufficiency to build wealth that can be passed down from generation to generation.

We envision a future in which African descendants can be fully engaged, empowered and invested in the success and well-being of the Twin Cities metro area. The Urban League understands that the cultural heritage and assets of people of African descent are a rich resource of creativity, power and beauty.

We believe that a strong and systemic change is needed to transform our communities. The Urban League plays a vital role as advocate and thought leader for issues affecting African descendants in the Twin Cities.

### **About the Position**

The position serves potential clients for Urban League services and most specifically, the CCFIC program. A Community Caring For its Children (CCFIC) program works to preserve the family system and place African American children in the homes of family or fictive kin in the event of a child's forced removal by government authority for charges of neglect. The program provides support for families with the legal pathway, as needed, and works with families who have at-risk children to identify an appropriate caregiver in the event of a precipitating event. This program also is in partnership with DCYF Kinship Navigation program. Kinship navigator programs are designed to serve kinship caregivers, including relatives and non-relative kin, who are raising children in nonparental care making it easier for families to get what they need. This position also serves the public looking for related services to family stability, including housing, employment, and after-school programs, financial capabilities.

### **Primary Duties and Responsibilities:**

Program goals for Community Resource Centers and Kinship Navigator programs are:

- Meet with clients to determine their needs, make referrals and provide data to social workers to assist them in obtaining services.
- Contact social service providers to arrange for clients to meet with them
- Compile records of department statistics pertaining to number of clients served client placement with social worker, disposition of cases
- Prepare and submit accurate records and reports to Program Director summarizing highlights and challenges
- Implement testing assessments as required

### **Required:**

#### **Education and Experience**

- Minimum two years of responsible, paid social service experience providing direct client service Note: College coursework in the behavioral sciences can be substituted for the required work experience.
- A 2-year human services certificate
- Skilled in client interviewing techniques.



**Knowledge, Skills, and Abilities:**

- **Knowledge of:** community resources and social services available to serve clients.
- **Ability to:** Communicate both verbally and in writing. Strong phone skills, to obtain and accurately record information clearly and concisely. Establish strong relationships with clients, co-workers and the public.
- **Skill in:** excellent use of computer systems/applications

**Preferred:**

**Experience:**

- Providing professional social work services to families caring for children who have experienced out of home placement.
- Working with license programs such as Childcare, and/or Child Foster Care Licensing.
- Assessing the safety and strengths of providers with person centered interviewing skills and detailed and concise written assessments.
- Working with Department of Human Services rules and statues.