



Job Title:	Case Management Site Coordinator
Reports To:	Program Director
Location:	Various
Work Duty Days:	206
FLSA Status:	Full Time Exempt
Industry:	Non-Profit, Social Services, Education

About Communities In Schools of North Texas:

Communities In Schools of North Texas is part of a national organization, Communities In Schools®, that ensures every student has what they need to be successful in school and life. We believe that relationships are foundational to unlocking a student's full potential. Working directly in schools across Cooke, Denton, and Wise Counties, we connect students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future. We are seeking a passionate, committed, and value-oriented individual to join our team.

Position Overview:

The Communities In Schools of North Texas (CISNT) Case Management Site Coordinator is responsible for the overall success and contracted outcomes for the CISNT school-based dropout prevention program. The individual will coordinate services for at-risk students and family members to decrease dropout rates and increase student academic performance, behavior, attendance, grade-level promotion, and high school graduation rates. Services include mental and behavioral health support, health and human service linkage, college and career readiness, enrichment activities, academic support, mentoring, and parental involvement activities for school day programs. The Case Management Site Coordinator will be responsible for upholding all CISNT policies and standards, maintaining consistent and confidential documentation of services provided, conducting campus and individual student needs assessments and service plans, conducting home visits, and training, developing, monitoring, and supporting volunteer mentors who work one-on-one with at-risk students.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree required. Degree in Social Work or Counseling preferred.
- Minimum of one year of experience working with children and adolescents preferred
- Bilingual preferred based upon campus need

Special Knowledge/Skills:

- Advanced knowledge to analyze, interpret, or make deductions from varying facts or circumstances related to case management programming and data collection.
- Experience working with economically disadvantaged, at-risk, and/or English as a Second Language Learners
- Ability to identify and secure resources needed to assist students in developing higher-level reasoning, decision-making, and problem-solving skills
- Ability to exercise discretion and independent judgment on significant case management matters
- High levels of initiative, flexibility, and organizational skills
- Ability to perform duties with no on-site supervision and limited remote supervision
- Strong computer skills in Microsoft Office technologies are required
- Ability to work in a fast-paced, fast-changing environment and be multi-task oriented
- Exhibit a commitment towards the CISNT mission

Major Responsibilities and Duties:

Student Case Management & Direct Services

- Provide comprehensive case management services to a caseload of approximately 100 at-risk students, including enrollment, needs assessments, individualized service planning, documentation, progress monitoring, and wraparound support.
- Deliver supportive guidance, academic support, college and career readiness activities, enrichment opportunities, and referrals to community resources that address barriers to student success.
- Engage students and families through ongoing communication, parent involvement activities, and home visits, as appropriate, to strengthen student outcomes.
- Implement evidence-based interventions that improve student attendance, behavior, academic performance, promotion, and graduation outcomes.

Program Planning & Campus Implementation

- Develop and implement a Campus Service Delivery Plan aligned with the six CIS components, campus priorities, and organizational goals.
- Plan, coordinate, and evaluate student services, activities, and programs that support both case-managed students and the broader campus population.
- Collaborate with campus administrators, teachers, counselors, and community partners to coordinate services and integrate CISNT supports into the school environment.
- Conduct staff trainings, as appropriate, and ensure program implementation aligns with CISNT standards and contractual requirements.

Volunteer, Mentor & AmeriCorps Coordination

- Supervise and support AmeriCorps Members, interns, mentors, and volunteers assigned to the campus.
- Match mentors and volunteers with students based on identified needs and provide orientation, training, and ongoing support to ensure quality service delivery.
- Coordinate campus volunteer needs with the CISNT Volunteer Department and monitor volunteer and mentor engagement.

Data Management & Program Accountability

- Maintain accurate and timely case management records within the CISNAV system and ensure compliance with organizational and funder requirements.
- Collect, analyze, and report student, family, volunteer, and program data to monitor outcomes and support continuous program improvement.
- Submit all required reports, documentation, and grant deliverables by established deadlines.

School, Family & Community Partnerships

- Serve as the primary liaison between CISNT, the school, families, community partners, and service providers to coordinate student supports for your campus.
- Build collaborative relationships that enhance access to services and strengthen family engagement.
- Represent CISNT professionally through effective communication, conflict resolution, participation in professional development, and adherence to organizational expectations.

Supervisory Duties:

The Case Management Site Coordinator will be responsible for providing daily supervision to interns, AmeriCorps Volunteers, and community volunteers supporting their assigned campus.

Equipment Used:

Computer, copier, digital projector, and other specialized equipment that are particularly unique to the position

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex

- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours to meet deadlines
- Occasionally require moving, transporting, or organizing materials, supplies, and equipment associated with student programs, events, and campus operations.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Continuation of position is contingent upon funding.
