

Outreach Case Manager:

Who we are:

- We're The Arc of the Capital Area, a local chapter of The Arc of Texas and The Arc of the United States
- We're a registered, 501(c)3 nonprofit organization, serving 17 counties
- We provide case management, art education, pet therapy and family and juvenile transition services to individuals with intellectual and/or developmental disabilities
- We're a diverse, passionate group of 34 staff with a vision that The Arc of the Capital Area is the community's trusted and comprehensive resource for people with intellectual and developmental disabilities. We connect individuals and families to education, work, recreation, and lifelong services so they achieve lives of joy and dignity

Who you are:

- You embody and embrace our core values, Respect, Joy and Integrity
- You're a strong believer that all people should have the opportunity to live to their full potential and be contributing and active members in their communities, enjoying the greatest possible degree of independence and acceptance in all aspects of their lives
- You have strong decision making and problem-solving skills
- You work well independently

What we need you to do for us:

- We need you to fill the role of Outreach Case Manager
- This is a FULL TIME, NONEXEMPT position.
- You'll wow us by skillfully performing the following key duties and responsibilities;
 - Partner with the local school districts and outlined collaborators to develop clear and lasting methods of determining who needs our services in a proactive manner.
 - Hold workshops & trainings on the various internal and external services available to this population, with a focus on those aging out, in the following areas: advocacy, independent living, employment & social skills and case management.
 - Manage the referral line and provide access to information, resources, benefits and supports that they are entitled based on their individual needs and unique situation.
 - Ensure performance outcomes and measurements are met & maintain in according with our governing contracts

To be successful in this role you will need to:

- The ability to work in a fast-paced environment, manage multiple priorities and take initiative with minimal supervision.
- Outgoing, friendly, enthusiastic, and positive attitude
- Excellent written and oral communication skills that are effective with a diverse range of audiences.
- Strong experience managing and preparing reports

- Must have a valid TX Driver's License and reliable transportation.
- Experience with working with school districts and/or community organizations is a plus.

Additional experience that would be helpful, but not required:

- Two years of experience working with people with I/DD
- Formal education equivalent to a four-year degree in special education, social work, psychology or related fields.
- Bilingual- Spanish & English

How we will make it beneficial for you:

- We provide a comprehensive benefits plan which includes medical, dental, vision and life insurance and a 403(b) plan
- We'll pay you for our 12 agency holidays
- We understand that you have commitments outside of the workplace, and we'll do our very best to offer you some flexibility in your work schedule
- We'll provide you with an inspiring work environment, that has a great group of people to work with and a place where you'll get to make a difference in people's lives every day