

## Applicants PLEASE READ

You will only be considered if you possess the minimum required basic qualifications and experience for the posted position and have completed a KSI Employment Application. **Applicants must be able to pass a Criminal Background check, Adult Abuse Registry check, Child Abuse Registry check, Sex Offender listing check. Some positions require pre-employment drug and alcohol screenings. All positions require a minimum of a high school diploma, valid Driver's License with no more than 2 moving violations. Some positions require advanced degrees.**

**To Apply: Complete an online General Employment Application and Self-Identify documents at [www.ksiinc.org](http://www.ksiinc.org).**

**If you need an accommodation to fill out the application, please call 302-422-4014.**

### Case Manager-Community Offsite

#### ***Job Summary:***

This position reports directly to Operations Department and works in close partnership with KSI Operations Management team. Under the direction of the Operations Department, this position maintains regular contact with participants employed at offsite KSI contracted work programs and who may additionally attend KSI programs. This position is also responsible for maintaining caseloads; following all applicable rules and regulations; and supporting and empowering participants to assist in securing and maintaining employment opportunities through coordination with KSI Community-Based Operations. This position serves as a liaison between offsite work employers, participants, KSI Community-Based Operations, and all KSI staff. May have to work outside normal KSI business hours to coordinate transportation. All actions of the employee will be consistent with the agency mission statement.

This is a full-time position, Monday – Friday 8:00 a.m. – 4:00 p.m. Pay Grade 5 with a starting annual salary of \$45,000.00. Company offers Health/Dental Insurance, 401 K, company paid Accidental Life & Disability and other company discounts along with Vacation and Holiday pay. The Case Manager plans, implements and documents services and supports for each assigned program participant. Provides training and supervision of Direct Support Professionals as needed.

#### ***Skills and Abilities:***

Must possess excellent written and oral communication skills for creation of individual support plans, programs, reports, correspondence and other documents; Have established problem solving and conflict management skills; Have knowledge and experience in and/or relevant experience in working with individuals with intellectual and/or developmental disabilities; Must have efficient interpersonal skills.

#### ***Qualifications:***

A Bachelor's Degree in Human Services, Behavioral Health, or other related field is preferred. Two years of relevant case management experience is required. Supervisory experience is required. Must be able to pass a Criminal Background check, Adult Abuse Registry check and Child Abuse Registry check and Sex Offender Listing. Must have a valid Delaware driver's license with no more than two moving violations at time of hire.