



**Full Time Year Round  
School Based Prevention Case Manager  
Pre-K- 4<sup>th</sup> grade  
Lansing School District**

**Responsibilities**

- Work cooperatively with TEAM therapists to support access to and retention in therapy – and to address the treatment-specific needs before, during, and after therapy.
- Facilitate SEL (Social Emotional Learning) groups and activities in the classroom setting.
- Assist the teachers and education support staff with student and family needs.
- Distribute program information throughout the school districts and assist clients, families, and the school staff with referrals.
- Help eligible clients and their families navigate community referrals and provide follow up and ongoing assistance.
- Identify physical, emotional, and cultural needs of clients and help them access appropriate resources to meet these needs.
- Coordinate with therapist on an after-care support plan.
- Comply with required activities, documentation, timelines, and performance measures.
- Completes all other tasks as assigned.

**Qualifications**

- Bachelor's degree in psychology, social work or related field.
- One year of case management or related experience preferred.
- The ability to work flexible and non-traditional hours is required.
- Primary travel will be to and from community agencies, and schools.
- Valid driver's license and reliable vehicle.
- Strong computer skills (Outlook, Word, Excel)

**Hours:** 37.5 hours per week (flexible schedule)

**Resume and Cover Letter:** Liz Gonzalez, Director of Administration  
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