



Executive Service Position Announcement TN Volunteer Challenge Academy Case Manager

Position Description:

The Tennessee Military Department is currently accepting resumes for the position of Tennessee Volunteer Challenge Academy (TNVCA) Case Manager. Under the direct supervision of the Lead Case Manager this position performs a variety of specialized tasks in relation to cadets of the TNVCA and their mentors. This position will assist with residential and post-residential case management, mentee training, and provide assistance during mentor training to include set up and tear down of training facility. The selected candidate must be willing to work a flexible schedule which may include evenings, weekends or additional hours.

Minimum Annual Salary: \$30,156

Benefits:

Insurance (Health, Dental, Life, Vision), Annual, Sick and Military Leave, Flexible Benefits Plan, Retirement, Higher Education Fee Waivers Discounts.

For additional benefits: <http://www.tn.gov/hr/topic/benefits>

Essential Job Duties:

- Maintains a residential and post-residential caseload utilizing established organizational methods to accurately manage cadet case files.
- Tracks mentor/mentee relationships to ensure progress throughout the residential and post-residential phase.
- Provides referrals and assistance for mentors and cadets from public and private educational/vocational institutions, employers, and housing needs to assist in the development of the mentoring relationship.
- Performs crisis management in regards to the mentoring relationship when required.
- Provides case file management utilizing the Cadet Tracking System to update and maintain cadet data for tracking by the National Guard Bureau.
- Attends weekly meetings (QUAD) with Instructors, Counselors and Cadre to access cadets' progress in the program.
- Assists cadets in the preparation plans for the Post-Residential phase through the use of the Post-Residential Action Plan (PRAP).
- Assists Counseling Department with career guidance and mentee training for cadets during the residential phase and provides assistance for any specific challenges cadets may encounter upon graduation.
- Required to work a flex work schedule to meet the program needs.
- Performs other duties as required or assigned reasonably within the scope of the duties enumerated above.

TN Volunteer Challenge Case Manager cont'd

Minimum Qualifications:

- Ability to communicate effectively both orally and in written communications.
- Required to work a flex work schedule to meet the program needs.
- Must be detail oriented and highly organized with the ability to work independently with minimal supervision.
- Must have the ability to work and communicate effectively with peers, superiors, subordinates, agency personnel and the public.
- Must have working knowledge of Microsoft Office Programs (Word, Excel, PowerPoint, Outlook, etc.).
- Possess a valid state driver's license
- Employee will undergo an extensive background check. The applicant for this class must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.

Preferred Qualifications:

- Bachelor's degree in a social service field OR four years' experience as a Case Manager for at risk youth programs as a civilian or military.

How to Apply:

Submit your cover letter and resume detailing your experience in meeting the above requirements for the TNVCA to:

Tennessee Volunteer Challenge Academy

TNVCA.admin@tn.gov

(Subject line should read: Resume for TNVCA Case Manager)