**Options Case Manager**  
Big Brothers Big Sisters of Bucks County- Jamison, Pa

**AGENCY OVERVIEW AND JOB DESCRIPTION:** Big Brothers Big Sisters of Bucks County is the county’s leading mentoring agency and the fourth largest in the state. The Options Program is a unique program of BBBSBC designed to provide mentoring, case management, and counseling to youth referred from Juvenile Probation, Youth Aid Panels and Children and Youth. Meetings with youth occur on a weekly or biweekly basis at designated school and community sites. The Options Case Manager will work with up to 18 youth at a time in need of guidance and a positive male role model. Program youth range from ages 7-17.

Other specific Options Case Manager Responsibilities include:

- Providing youth with one to one and group cultural, educational, and career oriented activities to expand upon the youth’s interests and strengths.
- Building trust and rapport with case referrals, the majority of referrals being teenagers.
- Assisting youth in completing mandated or voluntary service projects.
- Ensuring youth access other appropriate services in the community.
- Collaborating with referral sources and attending interagency meetings as appropriate.
- Developing clear case goals with clients and their families and implementing behavioral contracting as needed.
- Maintaining strong case documentation and monthly reporting to referral sources.
- Attending all agency events/activities as required.

**Required Experience:**

- Minimum Bachelors degree in social services, human services or related field preferred. Evening and weekend hours required.
- Must have valid driver’s license, and meet state required automobile insurance minimums.

**Contact:**

Steve Gourley  
Director of Options Services  
Big Brothers Big Sisters of Bucks County  
Gourley@bbbsbc.org

**Location:**

Big Brothers Big Sisters of Bucks County  
2875 York Road  
Jamison, PA 18929