

Position: Case Manager **Current Employee:**

Salary Range: Negotiable

Reports to: Child Placement Agent

Supervises: Supervisor of DCWs & DCWs Classification: FT/PT

Minimum Qualifications:

Person must be Christian male or female twenty one years of age or older with a minimal of high school diploma or GED with extensive background in case management. Bachelor's or Master's Degree preferred. Familiarity with community resources, family dynamics, excellent interpersonal, verbal and written skills a must. Expected to possess ability to provide warmth, love, durability and discipline. Note: For Live-in single or couple = No responsibility for any dependent child or adult in home. No pets. Experience with children from abusive and tragic backgrounds a plus but not required. Current driver's license. Submit and pass a criminal background check.

Knowledge, Skills and Abilities:

Ability to supervise all levels of children including ability to work varying or rotating shift hours, weekends and holidays as scheduled. Skilled in crisis management, establishing discipline, mentorship and consistency. Ability to communicate effectively and keep Supervisor and Interdisciplinary Team apprised of any reportable conditions. Awareness of adolescent stages of development, needs and challenges. Knowledge of problem-solving and limit setting a plus but not required.

Education and Training:

Familiarity with standards, center's policies and procedures, case management responsibilities, assessment skills, elements of social standards, specialty living needs, access to care related to community resources and services for the indigent populations. Familiarity with emergency behavioral intervention strategies, confidentiality, and managing caseload for children and family needs is a plus.

Basic Function/Responsibilities & job Summary:

Demonstrate competency, prudent judgment, self-control and professionalism in the presence of children at all times and when performing assigned tasks. Assess, Plan and Direct team related to family's social needs with means and best avenues for closure. Network with NBCH CPA and community agents as warranted acting in behalf of the child's best interest. Document findings and follow-up as indicated making appropriate recommendations. Play key role in the Interdisciplinary team planning, recommending age-specific appropriate interventions and evaluation stages.

Position: Case Manager

Current Employee:

Signature (Employee)

Date

e (Employee)

Date

Signatur

APPROVED/DISAPPROVED

GOVERNING BODY/Chair/Designee

Approval Date:

Effective Policy Date