

METHODIST CHILDREN'S HOME
JOB DESCRIPTION

Case Manager

Apply at: www.mch.org

Amber Twyman- Employee Recruiter

254-740-1218

JOB SUMMARY

The Case Manager is responsible for providing social services to children, youth and families that are consistent with the MCH Model of Care and ensuring a safe, caring and therapeutic environment for those served. This position requires the intellectual and emotional maturity to work with families who are experiencing difficulty in providing appropriate care for the children in their home and children who have behavioral issues, developmental delays and mental health needs. This position also requires respect and compassionate understanding for these children and their families, and the ability to form effective working relationships with children, parents and other caregivers. Case Managers must have a thorough understanding of and demonstrated competency in the Trust-Based Relational Intervention (TBRI) and other evidence-based programs offered in the assigned area. The Case Manager must maintain a healthy value system, including moral and ethical behavior consistent with the agency's mission and core values.

DUTIES AND RESPONSIBILITIES

- Identify and assess eligible participants according to program criteria and obtain consent for services for those accepted into the program, and make referrals to other community resources for those not accepted into the program.
- Develop and implement written plans of service based on the assessed needs of the child or family in accordance with program guidelines. Revise and update the written plans of service as needed to address the changing needs of those served and to comply with program guidelines.
- Provide services in compliance with program guidelines and as outlined in the plan of service.
- Maintain a regular schedule of contacts and case management services on the assigned caseload in accordance with program guidelines and the needs of each case. Goals and methods related to these contacts are to be established in consultation with the supervisor, parents/managing conservators and, when possible, with the children and youth served.
- Coordinate, consult and collaborate with foster families and other service providers to provide needed services to children, youth and families.
- Maintain accurate and timely documentation in the client information system and client file, including all relevant contacts, activities, incidents, appointments, service plans, reports, case notes, case logs, correspondence and other required case documentation.
- Keep supervisor, parents/managing conservators, or other involved parties informed of incidents and other developments in the case as required by program guidelines, agency policies, contract provisions and applicable licensing standards and accreditation standards.
- Make recommendations for continuation, closure or change in services.
- Lead parent education groups or other non-clinical groups as assigned.
- Promote awareness of MCH programs and participate in program recruitment activities.
- Maintain compliance with agency policies/procedures and licensing and accreditation standards.
- Manage agency funds, resources and equipment according to agency policy and procedures.
- Work collaboratively in a proactive and positive manner with other departments.
- Represent agency at community functions, activities and events.
- Ensure all facilities and equipment are clean, organized and maintained.

WORKING CONDITIONS

This is a professional position that may require more hours than the normal 40-hour workweek. This position involves providing services in the client's home and extensive work in the community. Responsibilities include work in the evenings and on weekends. This position requires the ability to serve in an on-call capacity and respond to emergencies after office hours. Out of town and overnight travel are also required. An automobile for in town and out of town travel is required. Mileage reimbursement is provided for use of personal automobile for approved business purposes. A cell phone is also required, and a stipend is provided to offset the business use of the mobile phone.

EDUCATION/ LICENSURE

A Bachelor's Degree in Social Work or related field is required with a Master's Degree preferred. Relevant experience in programs and services offered by MCH is preferred.

TRAINING

Training hours must be completed annually to comply with licensing and accreditation standards, as well as MCH policy. The employee's supervisor may require additional training to meet specific job requirements or enhance professional growth. Completion of training requirements is mandatory for continued employment.

OTHER

The Case Manager must be at least 21 years of age and have a valid Driver's License, an excellent driving record that meets the standards set forth by the liability insurance company and Methodist Children's Home, no criminal history and acceptable references.

CLOSING STATEMENT

I have reviewed the job description for the position of Case Manager and understand I must be able to perform the duties outlined above. The Physical Demands/Requirements of the position are provided in another document and discussed at hire. I understand that due to the complexities of the position all duties and responsibilities may not be outlined in this job description and the duties and responsibilities of this position are subject to change.

Received by: _____
Print Name

Signature

Date