JOB DESCRIPTION

**POSITION TITLE:** Case Manager **FLA STATUS:** Hourly

**EMPLOYMENT STATUS:** Part-time  **DATE LAST UPDATED:** 8/2/22

**POSITION SUMMARY**

This position provides case management for resident mothers working closely with the Resident Program Manager to determine the clients’ needs. The Case Manager often works with a resident’s family members, close friends, her child’s father and health care workers to ensure the resident’s goals have been met. Residents need their Case Manager’s assistance finding a stable job, housing and child care.

**REPORTING RELATIONSHIPS**

**Position reports to:** Resident Program Manager (indirectly), Chief Operating Officer (directly)

**Positions supervised:** None

**DUTIES AND RESPONSIBILITIES**

* Provides case management to each client depending on their individual treatment plan.
* Works closely with Resident Program Manager in determining the client’s needs.
* Assess clients’ physical and mental wellness, needs, preferences and abilities using developed treatment plans.
* Works with clients, their family, friends and healthcare professionals to put care plans in place.
* Listens to clients’ concerns and provides counseling or interventions as required.
* Records clients’ progress including charting referrals and other notable interactions.
* Evaluates clients’ progress periodically and adjusts as needed to improve outcomes.
* Follows up with discharged clients to ensure they were satisfied with services and they are still in good physical and mental health.
* Conducts devotionals with residents as needed.
* Receives and responds to crisis pregnancy calls and refers calls to other agencies as necessary using established internal and external protocols.
* Conducts morning room checks and ensures compliance with the rules of the home.
* Transports residents to various appointments and activities as needed.
* Completes treatment plans, case notes and exit strategies for each client as needed (preferably daily).
* Distributes and records medications to the clients.
* Provides reinforcement and assistance to the Resident Program Manager and House Parents as needed.

**QUALIFICATION AND EXPERIENCE**

*Education, experience, licensing and certification*

* High school diploma or equivalent, supplemented by a minimum of two years of case management experience.
* CPR , AED and Behavioral Management Crisis Prevention (BMCP) certification.
* In-house Florida Association of Christian Child Caring Agencies (FACCCA) training certification.
* Valid driver’s license.

**WORK ENVIRONMENT**

* Works in group living environment.
* Required to travel to local appointments and activities with residents and assist with activities.
* Occasionally required to lift, carry, push and/or pull objects weighing up to 35 pounds.
* Dress code is casual professional with casual Fridays.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Requirements are representative of minimum levels of knowledge, skills or abilities.*