

YOUTH IN NEED

JOB DESCRIPTION

BACKGROUND

Job Title: Case Manager, FC/A
Reports To: Associate Supervisor, FC/A
FLSA Status: Non-Exempt

ESSENTIAL RESPONSIBILITY NO. 1- 60 % OF TIME

- Description: Client Services
- Task No. 1 Carry a caseload of 13-17 children
- Task No. 2 Provide emergency availability to child, family and Children's Division via cell phone. Be available occasionally to go out and work after hours or weekends.
- Task No. 3 Visit each child 2x per month. One monthly visit must be in-home with the child, and caregiver according to Children's Division (CD) & Council On Accreditation (COA) requirements
- Task No. 4 Visit each biological parent once per month in-home (separately from supervised visitation) and make at least 3 different forms of attempts to locate and contact if not able to schedule the visit.
- Task No. 5 Coordinate parent/child/sibling visits as required by COA and the Children's Division (best practice for weekly supervised parent visit and bi-monthly sibling visits)
- Task No. 6 Identify and coordinate linkages for the child and family with community resources
- Task No.7 Transport clients to and from appointments, FST, court, school and moves as needed
- Task No. 8 Advocate for child and family in regards to community health, education, legal, child welfare, and mental health
- Task No. 9 Continually make efforts to move towards an appropriate permanency plan for children on caseload. These efforts include assisting parents with court ordered services, finding permanent placement options, holding PPRT meetings on time, abiding by the ASFA timelines and turning in appropriate referrals to licensing and recruitment agencies when the plan changes to guardianship or adoption.
- Task No. 10 Attend all court hearings as advocate for child and family and abide by all court orders.

ESSENTIAL RESPONSIBILITY NO. 2 - 15 % OF TIME

- Description: Communication & Coordination of Services
- Task No. 1 Keep in contact with all Family Support Team members (DJO, other CD staff, GAL, CASA, Educational Advocate, attorneys, family supports) to troubleshoot concerns and coordinate services.
- Task No. 2 Attend and participate in weekly supervision meeting with Supervisor
- Task No. 3 Arrange and coordinate Family Support Team meetings (72 hour, 30, 60 &90 day for new cases and as needed for ongoing cases), Team Decision Making

- meetings (upon case intake or placement change) and Planned Permanency Review Team Meetings (every 6 months).
- Task No. 4 Coordinate services with other agencies, the Children's Division, the court system and the out-of-home care provider.
- Task No. 5 Lead FST/PPRT Team to determine legal permanency for each child on their case load in a timely manner.
- Task No.6 Coordinate with other CPP agencies as needed

ESSENTIAL RESPONSIBILITY NO.3 - 20 % OF TIME

- Description: Documentation and Regulatory Compliance
- Task No. 1 Complete initial case file paperwork and forward to the appropriate entities
- Task No. 2 Maintain records and documentation of all work with the family and child, including written assessments, treatment plans, case plans, evaluations, and closing summaries. Once obtained or generated, all case information must be promptly stored in the in-office file/binder.
- Task No. 3 Prepare all court hearing documentation and submit within the timeframe required by the jurisdiction.
- Task No. 4 Ensure documentation and paperwork required by regulatory agencies is completed and that it is compliance with applicable regulatory agency requirements & standards

ADDITIONAL RESPONSIBILITIES 5 % OF TIME

- Task No. 1 Perform other duties as assigned

Required Education and Credentials

Bachelor's in social work or a comparable human service field with two years of related experience. Master's Degree in Social Work or a comparable human service field is preferred.

KNOWLEDGE

Cultural Diversity
Knowledge of Community Resources
Knowledge of Foster Care System
Knowledge of Agency Child Placing Licensure Regulations
Knowledge of Children's Division Requirements
Knowledge of COA Standards
Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.
Knowledge of Microsoft office products and ability to navigate program specific software.
Ability to be CPR certified

EXPERIENCE

Must have previous experience working with children & families
Demonstrated experience as a positive contributor in a close term and community relationship, and with community resource mobilization

SKILLS

Ability to read and interpret documents.

Ability to effectively present information in one-on-one and small group situations, clients and other staff.

Ability to carry out instructions furnished in written or oral form.

Excellent verbal and written communication skills including routine correspondence and reports.

Work Environment

This job operates in a varied environment based on the assigned caseload. This could include but is not limited to: an office environment, with-in the home, Family Court and on-site services.

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements

When performing the duties of the job, the employee is regularly required to talk, hear and write. Must have visual ability to supervise youth. Must be able to sit in a vehicle for an extended period of time. Must be able to lift and/or move 10-25 pounds

DRIVING REQUIREMENTS

Class E Driver's License Required

Travel to placements required. Travel will regularly include Missouri locations such as Kansas City, Columbia, Springfield, Cape Girardeau and other locations. Travel may occasionally include further distances to facilitate kinship placement out of state.

Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

OTHER REQUIREMENTS

Individual must attend all pre-service training deemed necessary by Youth In Need and the Children's Division.

Written By: Tamara Yoffie

Approved By: Michelle Gorman, April Steavenson

Approval Date: 4/14/14; 1/28/20

I acknowledge that I am required to obtain a Class E within 30 days of hire or date in position. _____ Initial here

Employee Signature:_____ Date: _____

Employee Printed or Typed Name _____

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation,

pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.