

CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.

POSITION DESCRIPTION

RESIDENTIAL CASE MANAGER

(Community Based Residential Care Program)

Non-Exempt

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CASELOAD:

Children served ages 12 - 18. All essential functions are conducted within the framework of cognitive, physical, social, and emotional aspects of the developmental stage.

MISSION STATEMENT:

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

OVERALL PURPOSE:

This position is responsible to coordinate treatment and monitor case management of adolescents in the Community Based Residential Care Program.

ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Complete bi-annual record reviews.
2. Prepare and provide testimony as needed at court reviews.
3. Complete admission paperwork, progress notes integrated summaries, and discharge summaries within identified timeframes.
4. Develop service plan meeting within five days of service with meetings scheduled every 30 days thereafter.
5. Review logs, shift assignments, census changes daily.
6. Conduct intake interview with child on the first day of admission.
7. Assist in the supervision of medication self-administration.
8. Network and promote positive public relations with referral sources.
9. Assist the children with anger management techniques.
10. Meet with each individual on caseload weekly and conduct an individual session.
11. Provide direct supervision of client using preventative measures and positive reinforcements.
12. Participate in the performance appraisal process.
13. Attend training, in-service, meetings and conferences as necessary and as directed to obtain 40 hours according to policy.

OTHER DUTIES:

1. Provide supervision of the Community Based Residential Care Program in the absence of the Residential Program Director.
2. Coordinate psychoeducational groups on a weekly basis under the supervision of the Residential Program Director.
3. Provide on-call coverage ten days a month.
4. Participate in the annual licensing inspection of the program.
5. Perform other related duties as required.

SUPERVISION RECEIVED:

Supervision is received by the Residential Program Director.

SUPERVISION GIVEN:

Direct supervision of adolescents.

WORKING CONDITIONS:

1. Respond to upset or angry people.
2. Working with frequent interruptions.
3. Rotating or irregular shifts.
4. Working overtime.

MENTAL/PHYSICAL REQUIREMENTS:

1. Must be able to walk, sit and stand throughout the workday as needed, with occasional stooping, kneeling, crouching, or crawling.

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2. Must possess ability to talk, hear, read, and write.
3. Ability to lift up to 100 pounds occasionally.
4. Must be able to practice Nonviolent Crisis Intervention and First Aid/CPR with youth as necessary.
5. Must be able to practice Trauma-Informed practices.
6. Must be able to operate a vehicle.
7. No special vision requirements are necessary.

QUALIFICATIONS:

A. EDUCATION/TRAINING/LICENSE/CERTIFICATION

Bachelor's degree in Social Sciences or a related field from a four-year college.

B. WORK EXPERIENCE

Six to twelve months of experience in counseling with delinquent or at-risk youth preferred.

C. CONDITIONS OF EMPLOYMENT

Must possess Act 33, Act 34, and FBI clearances.

Must attend 40 hours of relevant training per year.

Must be 21 years of age.

Attend annual HIPAA training.

KNOWLEDGE, SKILLS AND ABILITIES:

PRIMARY POPULATION: Children/Adolescents

AGES: 12 – 18 years of age

1. Must possess knowledge of child/adolescent psychology, development and abnormal behaviors.
2. Knowledge of all applicable regulations, policies and procedures.
3. Must possess good communication skills, both orally and in writing, and possess good documentation and observation skills.
4. Requires flexibility, leadership skills, and good judgment.
5. Ability to establish and maintain effective working relationships with the children, families, other staff, and other local agencies.
6. Must be a mandated reporter of child abuse.
7. Must be able to transport self and others.
8. Must be able to work in a stressful environment.
9. Follow all confidentiality and universal precaution guidelines.
10. Knowledge of and ability to use Nonviolent Crisis Intervention and First Aid/CPR.
11. Knowledge of and ability to use Trauma-Informed practices.
12. Strictly adhere to all HIPAA requirements as a covered entity.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee and/or Candidate

Date

Signature of Supervisor or HR Representative

Date